# Trustee Handbook

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Trustee Expectations and Responsibilities

Welcome to the AIA’s Governing Board! We are delighted that you have been elected and look forward to working with you during your term of service. We hope that you will find your work on the board interesting, useful, and satisfying.

The AIA is the oldest and largest professional organization of archaeologists in North America and today it is a complex non-profit organization that embraces both professionals and lay members, most of whom participate in the activities of more than 105 AIA societies throughout the United States, Canada, and Europe. Such an organization needs a governing board with wide-ranging skills. Finance, law, development, publishing, marketing, public relations—and of course the Institute’s raison d’être, archaeology—are areas in which AIA Trustees must advise and support the Institute.

General Expectations

1. Membership: All Trustees are expected to be and remain members of the Institute in good standing. Please contact the membership office (617-353-8706 or membership@aia.bu.edu) if you need information on the status of your membership.

2. Ethics: All Board members are expected to act in accordance with the AIA Code of Ethics, and, if you are an Academic Trustee, officer or professional archaeologist in any category of Board membership, to uphold the Code of Professional Standards. Copies of the codes may be found at www.archaeological.org and in the Committee, Governing Board, and Interest Group Directory.

3. Conflicts of Interest: All Board members are expected to sign and adhere to the AIA’s Conflict of Interest Policy, which will be distributed to Board members annually.

4. Duty of Loyalty and Duty of Care: All Trustees are expected to adhere to the common law duties of loyalty and care as spelled out in this handbook.

5. Meetings: The Board meets three times per year: at the AIA’s Annual Meeting in January, and on two weekends in the spring and fall. Trustees are expected to attend the meetings, which are crucial for the conduct of AIA affairs.

6. Committees: Trustees are expected to join at least one of the AIA’s committees, in order to be directly involved with some part of the Institute’s work. A list of committees and their charges is included in this handbook and is posted on the AIA’s website so that you may indicate to the President your preferences for assignments.

7. Fundraising: Like all non-profit organizations, the AIA relies upon its Board for a large portion of its charitable funding. Donations to the AIA’s other programs are welcome to the extent each Trustee is able, but one hundred percent participation by the Board in the AIA Annual Fund is critical to our fundraising efforts. Trustees are also expected to participate in any campaign endorsed by the Trustees. Trustees who cannot personally donate the recommended sum are expected to help find other sources of revenue to meet the goal. Specific fundraising and other financial responsibilities are as follows:

   a. General Trustees: Each General Trustee should make or obtain AIA Annual Fund contributions totaling at least $5,000 annually, and if possible, $10,000.

   b. Academic and Society Trustees: Each Academic or Society Trustee should make or obtain AIA Annual Fund contributions totaling at least $1,000 annually.

8. Expenses: All Trustees are expected to cover their own expenses relating to Governing Board meetings, except meals. Volunteer expenses on behalf of recognized charities are generally income tax-deductible; Trustees will be provided a letter from the AIA indicating that they have participated in an Institute Governing Board meeting.
The Mission and History of AIA

Mission
Archaeological Institute of America promotes a vivid and informed public interest in the cultures and civilizations of the past, supports archaeological research, fosters the sound professional practice of archaeology, advocates the preservation of the world’s archaeological heritage, and represents the discipline in the wider world.

History
Archaeological Institute of America (AIA) is North America’s oldest and largest organization devoted to the world of archaeology. AIA is a non-profit group founded in 1879 and chartered by the United States Congress in 1906. Today, AIA has over 8,500 members belonging to 105 AIA Societies in the United States, Canada, and Europe. The organization is unique because it counts among its members professional archaeologists, students, and others from all walks of life. This diverse group is united by a shared passion for archaeology and its role in furthering human knowledge. To this end, the Institute promotes archaeological inquiry and public understanding of the material record of the human past worldwide.

AIA’s professional members have conducted fieldwork in Africa, Asia, Europe, Australia, and North and South America. AIA has further promoted archaeological studies by founding research centers and schools in seven countries and maintains close relations with these institutions, including the American School of Classical Studies at Athens, the School of Classical Studies at the American Academy in Rome, the American Schools of Oriental Research. Members are dedicated to the greater understanding of archaeology, the protection and preservation of the world’s archaeological resources and the information they contain, and to the encouragement and support of archaeological research and publication.

Led by a professional staff of nearly thirty full-time and part-time employees working with hundreds of dedicated volunteers, AIA maintains offices in Boston and New York. The Governing Board, elected by AIA’s Council, represents our general membership, the academic community, and AIA Societies. The organization has an annual budget of about $7 million.
AIA Milestones

1879 In late nineteenth-century Boston, Harvard University professor Charles Eliot Norton was at the center of the intellectual and cultural “flowering of New England.” He invited his colleagues and friends to help form a society “for furthering and directing archaeological and artistic investigation and research.” One hundred and eight people attended the first meeting in 1879, and Archaeological Institute of America was born. Norton was elected AIA’s first president, and his words continue to inspire the Institute today: “The night of time far surpasseth the day, and it is the task of archaeology to light up some of this long night with its torch, which burns ever with a clearer flame with each advancing step into the darkness.”

1880 AIA provides support for its first archaeological excavation when it assists Adolph Bandelier with his research at prehistoric sites in Mexico and the southwestern United States. In the following decades, the Institute would sponsor additional excavations in Crete, Iraq, Italy, Greece, Guatemala, North Africa, and Turkey.

1882 AIA establishes the American School of Classical Studies at Athens, Greece.

1884 The first AIA Local Society is founded in Boston.

1885 American Journal of Archaeology debuts.

1895 AIA establishes the American School of Classical Studies in Rome. The National Lecture Program provides archaeological presentations to AIA Societies.

1898 First Annual Meeting of AIA is held in New Haven, Connecticut.

1899 AIA establishes the American School for Oriental Study and Research in Jerusalem. It later becomes the Albright Institute for Archaeological Research.

1906 AIA is instrumental in passing the American Antiquities Act, the first significant U.S. law to protect American antiquities. President Theodore Roosevelt signs AIA’s Congressional Charter, which is later renewed under the administration of President Dwight D. Eisenhower. The first joint Annual Meeting is held with the American Philological Association.

1907 AIA establishes the School of American Archaeology in Santa Fe, New Mexico. It later becomes the School of American Research and then the School for Advanced Research.

1911 AIA moves its headquarters to Washington, D.C., where it shares the Octagon with the American Institute of Architects (also known as AIA).

1921 AIA and the American Anthropological Association establish the American School of Prehistoric Research.

1942 AIA’s Annual Meeting is suspended for the duration of World War II.

1944 The American Council of Learned Societies transfers publication of the Corpus Vasorum Antiquorum to AIA.

1948 Archaeology magazine debuts.

1951 AIA establishes the American Research Center in Egypt.

1961 The Fellowship Program begins when AIA receives the Olivia James Trust from the Carnegie Foundation for the Advancement of Teaching. The following year, William B. Dinsmoor, Jr. receives the first Olivia James Fellowship.

1965 The Award Program begins when Leon and Harriet Pomerance provide support for AIA’s first Gold Medal, which is given to Carl W. Blegen in recognition of his significant contributions to the profession of archaeology.

1967 Margaret Thompson becomes first woman President of AIA. The Tour Program begins with several trips to archaeological sites in Africa. AIA becomes a charter member of the American Institute of Iranian Studies in Tehran.
1983 AIA relocates its national headquarters to the campus of Boston University. Governor Michael S. Dukakis of Massachusetts proclaims October 6th, 1983 “Archaeological Institute of America Day” in the Commonwealth.

1989 AIA, the American Schools of Oriental Research, and the Society for Historical Archaeology hold the first Joint Archaeological Congress in Baltimore.

1990 The Society for the American Journal of Archaeology is created to encourage donations to the Journal.

1993 James Russell becomes first AIA President from outside the United States.

1999 *Dig*, a magazine for children ages 8-13, debuts. It is sold in 2003 to Carus Publishing, but AIA remains an editorial partner.

2002 AIA participates in landmark Federal court case focusing on illicit trade in antiquities.

2003 AIA elects its first Vice President for Education and Outreach.

2004 AIA celebrates the 125th anniversary of its founding. AIA receives the prestigious Winckelmann Medal from the German Archaeological Institute (Deutsches Archäologisches Institut). The Troop Lecture program begins to educate troops deployed to war torn areas about the sites they protect.

2005 AIA awards its first site preservation grant to Assos in Turkey.

2006 AIA celebrates the centenary of its congressional charter.

2007 Waldbaum Field School Scholarship and Minority Scholarship programs for undergraduates established.

2008 AJA adds electronic subscription format. AIA matches a challenge grant for site preservation and expands its Site Preservation Program to include grants, education and outreach and advocacy.

2009 Over 450 attend AIA’s first fundraising gala in NYC, to celebrate the 130th anniversary of AIA and the 60th anniversary of Archaeology magazine. The event raises nearly $400k and wins an award for best catering for its traditional Maya feast. AIA creates an expanded grant program to support the programs of its local Societies.
Charter of the Archaeological Institute of America

The following act of incorporation of the Archaeological Institute of America was approved by President Theodore Roosevelt on May 26, 1906, and appears as Chap. 2560, 34 Stat. 203 (1906):

An Act Incorporating the Archaeological Institute of America

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that Simeon E. Baldwin, Frederick C. Bartlett, William N. Bates, W.K. Bixby, Charles J. Bonapart, Charles P. Bowditch, Henry F. Burton, H.W. Callahan, John Campbell, Mitchell Carroll, R.R. Converse, J.T. Edmundson, Howard P. Fells, John W. Foster, Harold N. Fowler, Basil L. Gildersleeve, John S. Gray, J.E. Harry, John B. Jackson, Francis W. Kelsey, John O. Keopfli, William A. Lamberton, John B. Larner, Seth Low, Charles F. Lummis, G.F. Moore, Edward Delavan Perry, Henry Kirke Porter, John Dyneley Prince, Edward Robinson, J.G. Schurman, Thomas Day Seymour, F.W. Shipley, M.S. Slaughter, Charles F. Smith, George S. Sykes, Frank B. Tarbell, Andrew F. West, Benjamin Ide Wheeler, James R. Wheeler, John Williams White, John H. Wright, their associates and successors be, and they are hereby, created a body corporate and politic on the District of Columbia by the Name, title, and style of the Archaeological Institute of America, and by that name shall have perpetual succession for the purpose of promoting archaeological studies by investigation and research in the United States and foreign countries by sending out expeditions for special investigation, by aiding the efforts of the independent explorers, by publication of archaeological papers, and reports of the results of the expeditions which the Institute may undertake or promote, and by any other means which may from time to time be desirable.

SEC. 2. That the government of said corporation shall be vested in a Council consisting of the following ex officio members: The Presidents, the Honorary Presidents, the Vice Presidents, the Treasurer, and the Secretary of the Institute and the Editor in Chief and the Business Manager of its journal, the Presidents of Affiliated Societies and the chairmen of the managing committees of any American schools founded by the Archaeological Institute of America in foreign countries for classical or archaeological studies and research (including those now affiliated with the voluntary association known as the Archaeological Institute of America), and the chairman of the committee on American Archaeology, and of additional members annually chosen by the members of affiliated societies, as may by provided by the by-laws.

SEC. 3. That said corporation may make all by-laws, rules, and regulations not inconsistent with law that may be necessary or expedient to accomplish the purposes of its creation; and it may hold real estate and personal property in the United States and any foreign country for the necessary use and purposes of said organization to an amount not to exceed twenty-five million dollars. The principal office of said corporation shall be in Washington, in the District of Columbia, and its annual meetings may be held in such places as its by-laws may provide.

Governance

Council
The 1906 Congressional charter vests the governance of the AIA in a Council. The Council of the AIA is made up of the members of its Governing Board, chairs of the Managing Committees of all American Schools that the Institute has founded, the presidents of each AIA Local Society, and additional members from each AIA Local Society according to its size. The Council meets once a year at the Annual Meeting of the Institute to conduct AIA business and vote for new officers and Governing Board members.

Governing Board
In the intervals between the Council’s annual meetings, the Governing Board exercises full power in managing the Institute and conducting its affairs. In addition, the Governing Board has responsibility for preparing and approving the organization’s annual budget, for overseeing its investments and endowment, and for conducting fundraising activities. The Governing Board meets three times per year and consists of seven officers, the Executive Director, the Past President and 24–30 trustees elected by Council. There are three divisions of trustees, representing the AIA’s general members, the academic community, and the Institute’s local societies.

Executive Committee
The Executive Committee was established by the Governing Board in 1984 to exercise all the power and authority of the Governing Board between meetings of the Governing Board. The Executive Committee has twelve members. The Committee normally meets via conference call in months when there is no Governing Board meeting.

Duties of Care and Loyalty
The following is excerpted from “The Attorney General’s Guide for Board Members of Charitable Organizations:”

“The law imposes on you two primary duties. The duty of care means that you must act with such care as an ordinarily prudent person would employ in your position. The duty of loyalty means that you must act in good faith and in a manner that you reasonably believe is in the best interest of your charitable organization.”

The complete text from Massachusetts’ Division of Public Charities can be found at www.ago.state.ma.us.

These duties mean that you should read materials and attend meetings in order to be informed about matters to be discussed and voted upon. You should exercise informed, independent judgment. You should be aware of all aspects of the AIA’s finances to assure that the charity is using funds contributed by the public to carry out its mission. Finally, you should avoid conflicts of interest or promptly disclose any that are unavoidable and recuse yourself from discussion and/or vote on a matter if appropriate. These legal duties are embodied in the AIA’s codes and policies contained in the AIA’s Trustee Handbook and its Directory.
Committees and Interest Groups of the AIA

Full descriptions for all groups, including the committee charge, Overseeing Officer, chairs and reporting deadlines, are available in the Directory or from AIA Headquarters staff.

**American Committee on the Corpus Vasorum Antiquorum:** The Committee is responsible for approving, editing, and recommending for publication fascicles of the CVA on vases in the United States.

**APA/AIA Joint Committee on Placement:** This joint committee of the Archaeological Institute of America and the American Philological Association is charged with monitoring current hiring procedures and suggesting modifications and improvements when necessary.

**APA/AIA Joint Committee on Minority Scholarships:** This joint Committee oversees the annual selection process and the awarding of scholarship assistance to undergraduate minority students. Minority status will be defined in accordance with federal guidelines.

**Archaeology in Higher Education Committee:** The Committee serves to support and promote the discipline of archaeology in the context of higher education.

**Archaeology Magazine Committee:** The Committee is responsible for the annual review of the magazine in all its aspects.

**Archives Committee:** The Committee is charged with the accumulation, disposition, and protection of documents, photographs, tapes, movies, and other materials that constitute the archives of the Institute.

**Audit Committee:** This committee assists the Governing Board in fulfilling its financial oversight responsibilities to ensure that the assets of the Institute are properly safeguarded and its activities accurately accounted for.

**Conservation and Heritage Management Committee:** The Committee helps to form liaisons between AIA and professional organizations dedicated to conservation; to promote greater awareness of the central role of conservation in archaeological fieldwork among professional archaeologists as well as the interested public; to advise the AIA Governing Board and Committees on specific issues related to conservation; and to develop colloquia for the Annual Meeting. The committee also nominates recipients for the annual Conservation and Heritage Management Award.

**Corresponding Members Committee:** The Committee will review and recommend to Council criteria for Corresponding Membership in the AIA and will select and nominate candidates for election by the Council to this category of lifetime membership.

**Cultural Heritage Policy Committee:** The Committee shall be responsible for tracking and reporting on international and national legal developments that affect archaeology and archaeological heritage preservation. The Committee will also investigate and respond to issues concerning the trade in illegally obtained and looted antiquities and will assist the AIA in developing timely responses as necessary.

**Development Committee:** The Committee is charged with the preparation of a coherent development program and with overseeing its implementation once it has been approved.

**Education Committee:** The Committee promotes public education programs and raises the level of consciousness of all citizens, beginning with programs for school-age children and reaching to programs for specific adult audiences.

**Executive Committee:** This Committee, chaired by the President, was established by the Governing Board in 1984 to exercise all the power and authority of the Governing Board between meetings of the Governing Board. The Executive Committee also nominates recipients of the Joukowsky Distinguished Service Award.

**Fellowships Committee:** The Committee reviews applications and selects the recipients of all fellowships of the Institute, in accordance with guidelines determined by the Governing Board.

**Finance Committee:** The Committee, chaired by the Treasurer, monitors the financial position of the Institute, recommends financial policies to the Governing Board, recommends the adoption of the annual budget to the Governing Board, and oversees an Investment Subcommittee, from which it receives policy recommendations and to whom it delegates authority to carry out approved policies.
**Gold Medal Award Committee:** The Committee recommends to the Governing Board a candidate for the Gold Medal Award for Distinguished Archaeological Achievement.

**Governance Committee:** The Committee, chaired by the President, considers issues of governance of the Institute and proposes to the board changes in structure or responsibilities as needed.

**Graduate Student Paper Award Committee:** The Committee recommends to the Governing Board a candidate for the Graduate Student Paper Award whom the Committee considers to have submitted and delivered the best paper authored by a student at the Annual Meeting.

**Hanfmann Lecture Subcommittee:** This Subcommittee of the Lecture Program Committee recommends speakers for the Hanfmann Lectureship.

**Holton Book Award Subcommittee:** The Subcommittee recommends to the AIA Board of Trustees a major work of non-fiction written for the general public which stimulates interest in the field of Archaeology.

**Investment Subcommittee:** The Investment Subcommittee reports and makes recommendations to the Finance Committee and through it to the Governing Board concerning the investment of the Institute’s Restricted Endowments and Unrestricted funds. The Investment Subcommittee recommends policies pertaining to financial objectives, spending, and asset allocation.

**James R. Wiseman Book Award Committee:** The Committee recommends a work by a member of the Institute it deems most worthy of recognition at the Annual Meeting in that year. Books and monographs bearing a date of publication within the four calendar years prior to (not including) the year of the Annual Meeting at which the award is made will be eligible for consideration.

**Jane C. Waldbaum Field School Scholarship Subcommittee:** This committee reviews applications and selects recipients for the Jane C. Waldbaum Field School Scholarship.

**Joukowsky Distinguished Service Award Subcommittee:** This subcommittee of the Executive Committee selects nominees for the Joukowsky Distinguished Service Award.

**Lecture Program Committee:** The Committee selects the most outstanding lecturers available for the Lecture Program of the Institute.

**Nominating Committee:** The nominating committee is responsible for seeking viable candidates to serve as Trustees and Officers of the Institute. Membership of the Nominating Committee is described in the Regulations of the Institute and falls outside the standard committee oversight practices.

**Personnel Committee:** The Personnel Committee consists of all elected officers of the AIA and is chaired by the President. The Committee will make recommendations to the President and the Treasurer, and where appropriate to the Executive Committee, on the hiring, evaluation, and compensation of the Executive Director, including his or her annual performance review. At least annually the Committee will receive from the Executive Director a report and recommendations on AIA personnel policies (including compensation policies) for review and approval.

**Pomerance Science Medal Committee:** The Committee recommends each year to the Governing Board a candidate for this Award based on the recipient’s contribution to archaeology through work in a related scientific field.

**Professional Responsibilities Committee:** The Committee, chaired by the Vice President for Professional Responsibilities, advises the Governing Board on appropriate policies and action concerning the preservation of archaeological resources, placement and employment, standards of archaeological excavations, professional ethics, and other matters involving professional responsibilities. Its membership shall include, but not be limited to, all the Academic Trustees on the Governing Board. The Committee also nominates the annual recipient of the Outstanding Public Service Award.

**Program for the Annual Meeting Committee:** The Committee has broad responsibilities for organizing the presentations of scholarly papers at the Annual Meeting of the Institute.

**Public Relations Committee:** This committee assists in raising the visibility of the AIA through its print and online communications and in establishing the AIA as a reliable, authentic source for archaeological news.
Publications Subvention Committee: The Publications Subvention Committee reviews applications and selects the recipients for publications subvention may also make suggestions for the improvement of the program and the selection process.

Site Preservation Committee: The committee reviews applications and selects recipients for grants for site preservation under the terms of the Site Preservation Fund guidelines.

Societies Committee: The Committee reviews the Institute’s programs and benefits for AIA Societies and recommends improvements consonant with the aims and best interests of the Institute as a whole.

Society Awards Subcommittee: This Subcommittee manages the solicitation, nomination and presentation process for the following awards: Best Flyer, Best Website, Golden Trowel, Foot Solider and the LifeSaver Award.

Society Outreach Grant Subcommittee: The Committee provides guidelines and deadlines for applications for the Incentive Grant and selects the winning Society. The Committee judges applications on the basis of how well the intended project fulfills the objectives of the AIA in education and outreach to its community.

Thompson Lecture Subcommittee: This subcommittee of the Lecture Program Committee recommends speakers for the Thompson Lectureship.

Tour Advisory Board: The Tour Advisory Board provides advice to the AIA on ways to enhance the value of AIA Tours as both an educational outreach and as a fundraising program. It also plays a role in educating lecturers on tours about their responsibilities to the passengers and to the AIA.

Undergraduate Teaching Award Committee: The Committee recommends each year to the Governing Board a candidate for the Excellence in Undergraduate Teaching Award whom the Committee considers to be the most deserving of such recognition by the Institute. A certificate of award and a cash prize are presented to the recipient at the Annual Meeting.

Underwater Archaeology Subcommittee/Interest Group: This subcommittee of the Lecture Program Committee recommends speakers for the McCann-Taggart Lectureship in Underwater Archaeology.

Interest Groups

These groups bring together AIA members who share interests in particular subjects, regions, or activities. Any AIA member may join an interest group by contacting its chair. Guidelines for creating and dissolving interest groups, and a list of interest group chairs may be found in the Directory and on the AIA’s website under “About the AIA.”

Coroplastics Studies Interest Group
Eastern Europe/Eurasia Interest Group
European Interest Group
Medieval and Post-Medieval Archaeology in Greece Interest Group
Museum and Exhibitions Interest Group
Near Eastern Archaeology Interest Group
New World Archaeology Interest Group
Numismatics Interest Group
Student Affairs Interest Group
Underwater Archaeology Subcommittee/Interest Group
Women in Archaeology Interest Group
AIA Societies

Most members of the AIA are affiliated with one of the AIA Societies. There are now 107 Societies across the U.S. and Canada and two in Europe. The oldest Society was founded in Boston in 1879, the year the AIA itself was established, and the newest received its charter at the Annual Meeting in 2009. The largest Society is in New York City with over 400 members, but most Societies have between 45–100 members. Societies have their own local leaders and their own by-laws, but they also serve as chapters of the national organization. Each Society may receive three nationally organized lectures a year, and most organize their own supplemental programs, including additional presentations, field trips to local museums, workshops and outreach programs on various topics, and more. All AIA Board members are encouraged to participate in Society events and to serve as liaisons between the Society and the national organization.

Each Society participates in the governance of the Institute by sending representatives to the Council Meeting proportional to its number of members. Other Society activities at the Annual Meeting include a Society Representatives’ Breakfast and a workshop or roundtable where Society leaders exchange ideas and strategies for membership, programming, and publicity. Societies are also eligible for prizes and grants designed either as appreciation for work that they’ve done or as encouragement for future plans.

AIA Society Outreach Grant
The AIA Society Outreach Grant Program encourages societies to plan and implement outreach activities in their local community. Any event that promotes archaeology, the AIA’s mission, and focuses on public outreach and education will be considered for funding. Attracting new members to the AIA and the society should also be a goal. A portion of the Grant money is specifically designated for projects with a site preservation aspect. Funds may be used for any expense related to organizing and conducting the programs, these include but are not limited to materials, travel expenses, honoraria, advertisements, and publicity. The grant is available to any chartered AIA Society.

Lecture Flyer Award
The Lecture Flyer Contest is held at the Annual Meeting. Flyers are judged based on their design, legibility, appeal, link to the national AIA, and communication of their intent and purpose to the audience.

Website Award
The Website Contest recognizes the use of the Internet to reach members of the community and educate them about the benefits of the AIA and its programs. At the Annual Meeting, the AIA acknowledges the Society that has created the best website in terms of its user friendliness, clear communication of its information and the mission of the AIA, and its visual presentation.

Golden Trowel Award
The AIA awards the Golden Trowel Award at the Annual Meeting to the AIA Society whose membership has grown the most proportionally over the course of the past fiscal year.

The Food Soldier Award
Dedicated members who provide years of service in multiple capacities at the Local Society level are the backbone of the AIA societies. These hardworking members serve as officers and are involved in every aspect of their society, donating an incredible amount of time and expertise to keep their societies vibrant. This award recognizes these important contributions made at the local level; invaluable because without viable local societies, much of the AIA’s mission (such as our outreach to the public) would not be possible. This award is open to any AIA member of a local society who has served as an officer and is nominated by their society.

The Life Saver Award
This award recognizes those individuals who persevere and show that even when things go wrong, it can all work out right! In fact, these inspiring stories from our trenches often become the impetus for societies to create new kinds of events or simply remind us not to worry about our existing ones as our intrepid members will always find a way to make it work. This award is open to any AIA member who has gone above and beyond the call of duty in their efforts to make an AIA sponsored event the best it can be.
Development

Introduction
All of us who have roles as Trustees, staff, or volunteers are aware that the Institute must attract contributions in order to achieve our programmatic and strategic goals. Although members of the Development Committee are charged with primary responsibility for the Institute’s development strategy, all members of the Governing Board are expected to serve as ambassadors and advocates for the AIA as part of their fiduciary responsibility. Everyone can contribute to the development program, whether that consists of introducing friends to the AIA, identifying oneself as a representative of the AIA, helping to create a partnership with another organization, or cultivating and soliciting donations. Of course, everyone should also make his or her own gift to the AIA.

The AIA’s Board is considering a fundraising campaign beginning in the near future to raise operating and endowment funds for current programs including publications, professional services, outreach and education and site preservation.

Existing fundraising mechanisms include:

1. Annual Giving: This includes unrestricted operating contributions to the AIA Annual Fund and annual contributions to the Society for the American Journal of Archaeology. Annual Fund donations are the lifeblood of the AIA, providing critical support for everything we do. Donations to the Society for the AJA help maintain the Journal’s standing as a leader in its field. Every Board member is expected to support the Annual Fund as described under “Trustee Expectations.”

2. Planned (Deferred) Giving: In 1999, the AIA established the Charles Eliot Norton Legacy Society to recognize those forward-thinking individuals who have taken steps to include the Institute in their estate plans. Today, there are close to 60 members of the Norton Society, and their actions will benefit the AIA long into the future. Trustees are encouraged to consider including the AIA in their estate plans.

3. Program Gifts: We also seek temporarily and permanently restricted contributions from individuals and institutions to support the operation of established programs. In FY08 and FY09, the AIA recrafted its site preservation and outreach and education programs, making them much more effective. These programs in particular are in need of gifts to secure their immediate and long-term future.

Gifts for new programs can be accepted if they meet policies and budget guidelines approved by the Board.
AIA Audited Financial Statements

Introduction
This commentary is meant to be a layperson’s guide to the annual audited financial statements produced by the AIA. As the Board has fiduciary responsibility for the activities of the AIA, it is important that every Trustee understand the basics of these statements. Note that similar internal financial statements are produced bimonthly for review by the Finance and Executive Committees, along with some more detailed management information.

Audited Financial Statements
At the end of each fiscal year (July 1–June 30), the AIA hires an independent accounting firm to review its books and to produce an audited financial statement. The “audit,” as this report is commonly known, summarizes the financial activities of the AIA over the past year. This independent audit is required by the Internal Revenue Service.

Independent Auditors’ Opinion
The first substantive page of the audit presents the independent auditors’ opinion regarding the accuracy of AIA’s financial statements and whether they were prepared in accordance with generally accepted accounting principles. The opinion should be a “clean” one, meaning that there are no qualifications as to the fairness of the presented financials. In the 2007 audit the auditors state “In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of the Archaeological Institute of America as of June 30, 2007 and 2006, and the changes in its net assets and cash flows for the years ended in conformity with accounting principles generally accepted in the United States of America.” This is a clean opinion.

Statement of Financial Position: Balance Sheet (Diagram 1, page 14)
The Statement of Financial Position is typically the first financial report presented in the audit. It is often referred to as the balance sheet and it summarizes the assets, liabilities, and net assets of the AIA on the last day of the fiscal year (June 30). Total assets on the balance sheet must equal the sum of total liabilities and net assets. Some of the most significant line items on the balance sheet are explained below:

Unconditional Promises to Give: Pledges made by donors that have not yet been received.

Accounts Receivable: Mostly money owed to AIA by subscribers and advertisers. The allowance is a reserve for bad debt and is a low percentage of the total receivable as the AIA does not incur very much bad debt expense.

Prepaid Expenses and Other Assets: This account has two main components: 1) expenses that have been paid for future issues of Archaeology and AJA and 2) capitalized direct mail campaign costs. Capitalized direct mail costs come about because the AIA spends a large amount of money mailing subscription offers to potential subscribers. The revenue that the AIA earns from those who choose to subscribe comes in over several years, as a portion of them renew their subscriptions each year. Historically, it has taken about 3.5 or 4 years for the campaign to break even; that is for the revenue earned to offset the expenses incurred. Therefore, the AIA charges the expense to the income statement over the same 3.5 year pay-back period. If we were to expense the campaign all at once, it would generate a huge loss on the income statement in the year of the campaign, while disregarding the benefits associated with the campaign in future years. This could lead to poor decisions regarding the amount of direct mail to send in any one year.

Investments: The market value of the AIA’s investment portfolio.

Deferred Revenue: The liability that the AIA has to subscribers for Archaeology and AJA issues they have paid for in advance. For example, if a subscriber pays $22 for one year of Archaeology, and he has only received the first issue of his 6 issue subscription, the AIA has a liability to that subscriber of 5 issues or 5/6 of $22 = $18.33.

Net Assets
If the AIA were a for-profit corporation, our net assets would be referred to as “equity.” The management of a for-profit corporation normally has complete control over all the net assets of the corporation. The AIA, on the other hand, is a non-profit organization and does not have complete and free discretion to use its net assets, as would a for-profit corporation. The reason for this is that our endowment is included in our net assets, and use of endowment funds is partially restricted. To understand these restrictions, we must first understand the three basic categories of net assets:

1. Permanently Restricted Net Assets
The AIA can never spend permanently restricted money. Permanently restricted funds are typically gifts that the AIA receives from donors who specify that we may never use the principal of their gifts to pay for expenses. However, these donors usually request that we invest the principal of their gift and spend the resulting income. In
the case of unrestricted endowment, the earnings on the fund are unrestricted, but in the case of restricted endowment, the earnings are used for a purpose specified by the donor.

2. Temporarily Restricted Net Assets
The Board can only spend temporarily restricted assets in accordance with the wishes of the donor. For example, if a donor gives the AIA money to buy a new projector for the education department, that money cannot be used for any other purpose.

3. Unrestricted Net Assets
Unrestricted net assets, in distinction from permanently and temporarily restricted net assets, are resources that the board may use in any way it sees fit. There are two types of unrestricted assets: 1) general operating funds that represent the net of revenue and expense from the various activities of the AIA, and 2) Board-designated funds functioning as endowments.

Board-designated funds functioning as endowments represent unrestricted money that the board has decided to treat as if it were an endowment. Because the board has imposed the designation, the board may also remove it and spend the principal of the fund as it deems appropriate. Such funds are useful in building the financial security of the AIA by 1) increasing the endowment draw used to support programs, and 2) acting as an emergency fund in case the Institute runs into financial difficulty and needs to draw on unrestricted funds.

Statement of Activities: Income Statement (Diagram 2, page 15)
Subscriptions net of cancellations: This represents our subscription income net of agency fees and cancellations.

Newsstand Revenue: Newsstand revenue net of all distribution and sales costs except special newsstand promotions.

Advertising revenue: On this statement, ad revenue is shown net of all discounts given to advertisers. The AIA’s internal income statements show gross sales, discounts, and net ad sales.

Net investment income: Interest, dividends, and realized and unrealized gains (losses) net of investment management fees. The amount of each component is provided in the notes to the financial statements.

Public support: Shows gifts to the AIA broken into three categories: contributions and grants, donated services, and membership revenue (which is considered a gift). Accounting standards dictate that these lines include pledges.

Other revenue: Includes list rental, tours income, merchandise, back-issue and book sales, Annual Meeting registration fees, and reprints income.

Expenses: As required by accounting standards, the expenses of the AIA are divided into three categories: programs, administrative costs, and fundraising costs. Together, administrative and fundraising costs are known as “Supporting Services.” It is useful to know the percentage of supporting services to total expenditure to gauge the efficiency of a not-for-profit. In fiscal 2007 the AIA’s percentage was 17%. This is a healthy percentage and would be regarded favorably by many foundations, some of which will not give to charities with ratios higher than 25%.

Increase/decrease in net assets: This is the non-profit way of expressing what would otherwise be called “net profit” or “net income.”

Cash Flow Statement (Diagram 3, page 16)
This is a standard cash flow statement prepared and presented using the indirect method. It is useful in showing not only the total change in the cash position of the AIA, but the individual changes that have occurred on the balance sheet that affect cash.

Schedule of General Operating Revenue and Expenses (Diagram 4, page 17)
This report is for internal management purposes and is included in the audit as supplemental material only. It is not part of the statements that are required to be prepared and audited. Broken down by the major functions of the AIA, its purpose is to show the operating revenue and expense of the Institute in more detail. Note that:

• Indirect costs such as insurance and rent are fully allocated to programs, fundraising, and administrative costs. For simplicity, internal AIA financial statements that are prepared during the year do not fully allocate indirect costs. For example, on those statements, insurance expense is regarded as an administrative cost.

• The cost of membership programs shows under “Membership Programs,” while the cost of acquiring a new member shows up under “Fundraising and Membership Development,” as membership “fees” are regarded as donations.

• “Education and Auxiliary Programs” includes merchandise sales and tours income.
Diagram 1: Statements of Financial Position

**ARCHAEOLOGICAL INSTITUTE OF AMERICA**

**STATEMENTS OF FINANCIAL POSITION**

**JUNE 30, 2009 AND 2008**

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents (Notes 1b and 10)</td>
<td>$ 829,147</td>
<td>$ 104,005</td>
</tr>
<tr>
<td>Unconditional promises to give (Notes 1c and 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>$81,288</td>
<td>$48,988</td>
</tr>
<tr>
<td>Temporarily restricted</td>
<td>265,946</td>
<td>61,250</td>
</tr>
<tr>
<td>Permanently restricted</td>
<td>7,950</td>
<td>7,950</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>152,923</td>
<td>230,092</td>
</tr>
<tr>
<td>Prepaid direct mail costs (Note 1f)</td>
<td>1,087,459</td>
<td>1,211,983</td>
</tr>
<tr>
<td>Investments (Notes 1d and 4)</td>
<td>6,670,405</td>
<td>8,793,909</td>
</tr>
<tr>
<td>Property and equipment, net (Notes 1e and 5)</td>
<td>61,479</td>
<td>90,936</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$9,585,473</td>
<td>$11,227,547</td>
</tr>
</tbody>
</table>

|                              |             |             |
| **Liabilities and Net Assets** |             |             |
| Liabilities                  |             |             |
| Accounts payable             | $ 227,136   | $ 238,094   |
| Accrued expenses             | 201,812     | 142,910     |
| Deferred revenue (Note 1g)   | 3,279,828   | 3,041,238   |
| **Total Liabilities**        | 3,708,776   | 3,422,242   |

|                              |             |             |
| Commitments (Notes 8 and 9)  |             |             |
| Net Assets                   |             |             |
| Unrestricted                 | (472,232)   | 927,775     |
| Temporarily restricted (Note 2b) | 2,793,082   | 3,405,690   |
| Permanently restricted (Note 2c) | 3,555,847   | 3,471,840   |
| **Total Net Assets**         | 5,875,697   | 7,805,305   |

|                              |             |             |
| **Total Liabilities and Net Assets** |             |             |
| **Total Liabilities and Net Assets** | $9,585,473  | $11,227,547 |
## Diagram 2: Statement of Activities: Income Statement

**ARCHAEOLOGICAL INSTITUTE OF AMERICA**

**STATEMENTS OF ACTIVITIES**

**YEARS ENDED JUNE 30, 2009**

<table>
<thead>
<tr>
<th>Unrestricted</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
</tr>
<tr>
<td><strong>Changes in Unrestricted Net Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Revenues, Gains and Other Support</td>
<td></td>
</tr>
<tr>
<td>Subscriptions and Newsstand Revenue</td>
<td></td>
</tr>
<tr>
<td>Subscriptions, net of cancellations</td>
<td>$3,369,270</td>
</tr>
<tr>
<td>Newsstand revenue</td>
<td>233,566</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,602,836</td>
</tr>
<tr>
<td>Other Earned Revenue</td>
<td></td>
</tr>
<tr>
<td>Advertising revenue</td>
<td>622,758</td>
</tr>
<tr>
<td>Net investment income (Note 4)</td>
<td>7,028</td>
</tr>
<tr>
<td>Other revenue</td>
<td>480,622</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,110,406</td>
</tr>
<tr>
<td>Public Support</td>
<td></td>
</tr>
<tr>
<td>Contributions and grants</td>
<td>391,572</td>
</tr>
<tr>
<td>Benefit income</td>
<td>322,350</td>
</tr>
<tr>
<td>Less: Direct benefit expenses</td>
<td>(78,740)</td>
</tr>
<tr>
<td>Donated services (Note 7)</td>
<td>132,400</td>
</tr>
<tr>
<td>Membership revenue</td>
<td>335,528</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,083,110</td>
</tr>
<tr>
<td>Appropriations and net assets released from restriction</td>
<td></td>
</tr>
<tr>
<td>Contributions and grants</td>
<td>295,137</td>
</tr>
<tr>
<td>Funds designated for long-term investment</td>
<td>182,057</td>
</tr>
<tr>
<td>Appropriations to operations</td>
<td>374,819</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>659,995</td>
</tr>
<tr>
<td>Total Revenues, Gains and Other Support</td>
<td>5,475,310</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td>5,671,320</td>
</tr>
<tr>
<td>Supporting Services</td>
<td>420,908</td>
</tr>
<tr>
<td>General and administrative</td>
<td>869,772</td>
</tr>
<tr>
<td>Total Supporting Services</td>
<td>1,290,680</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>5,992,056</td>
</tr>
<tr>
<td>Increase (decrease) in net assets</td>
<td>(485,666)</td>
</tr>
<tr>
<td>Net assets, beginning of year</td>
<td>(1,018,512)</td>
</tr>
<tr>
<td><strong>Net Assets, End of Year</strong></td>
<td>$(1,504,286)</td>
</tr>
</tbody>
</table>
ARCHAEOLOGICAL INSTITUTE OF AMERICA

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2009

<table>
<thead>
<tr>
<th>2009</th>
</tr>
</thead>
</table>

**Cash Flows From Operating Activities - Sources (Uses)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease in net assets</td>
<td>$(1,928,608)</td>
</tr>
<tr>
<td>Adjustments to reconcile decrease in net assets to net cash provided (used) by operating activities</td>
<td></td>
</tr>
<tr>
<td>Change in allowance for bad debts</td>
<td>(4,037)</td>
</tr>
<tr>
<td>Depreciation and amortization</td>
<td>40,325</td>
</tr>
<tr>
<td>Donated securities</td>
<td>-</td>
</tr>
<tr>
<td>Realized gain on sale of investments</td>
<td>77,401</td>
</tr>
<tr>
<td>Unrealized (gain) loss on investments</td>
<td>1,713,885</td>
</tr>
<tr>
<td><strong>(Increase) decrease in:</strong></td>
<td></td>
</tr>
<tr>
<td>Unconditional promises to give</td>
<td>(236,996)</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>254,105</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>77,169</td>
</tr>
<tr>
<td>Prepaid direct mail costs</td>
<td>124,524</td>
</tr>
<tr>
<td><strong>Increase (decrease) in:</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>(10,958)</td>
</tr>
<tr>
<td>Accrued expenses</td>
<td>58,902</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>238,590</td>
</tr>
<tr>
<td><strong>Net Cash Provided (Used) By Operating Activities</strong></td>
<td>404,302</td>
</tr>
</tbody>
</table>

**Cash Flows From Investing Activities - Sources (Uses)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of furniture and equipment</td>
<td>(10,868)</td>
</tr>
<tr>
<td>Purchase of investments</td>
<td>(999,698)</td>
</tr>
<tr>
<td>Proceeds from sale of investments</td>
<td>1,241,406</td>
</tr>
<tr>
<td><strong>Net Cash Provided By Investing Activities</strong></td>
<td>320,840</td>
</tr>
</tbody>
</table>

Net increase (decrease) in cash and cash equivalents                       | 725,142  |

Cash and cash equivalents, beginning of year                                | 104,005  |

**Cash and Cash Equivalents, End of Year**                                  | $ 829,147|


### ARCHAEOLOGICAL INSTITUTE OF AMERICA

**SCHEDULE OF GENERAL OPERATING REVENUE AND EXPENSES**

**YEAR ENDED JUNE 30, 2009**

<table>
<thead>
<tr>
<th>2009</th>
<th>Progran Services</th>
<th>Supporting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Archaeology Magazine</td>
<td>American Journal of Archaeology</td>
</tr>
<tr>
<td>Revenues, Gains and Other Support</td>
<td>$ 3,059,867</td>
<td>$ 309,403</td>
</tr>
<tr>
<td>Subscriptions and Newsstand Revenue</td>
<td>233,566</td>
<td>-</td>
</tr>
<tr>
<td>Subscriptions, net of cancellations</td>
<td>3,223,333</td>
<td>309,403</td>
</tr>
<tr>
<td>Other Earned Revenue</td>
<td>$ 622,716</td>
<td>8,350</td>
</tr>
<tr>
<td>Advertising revenue</td>
<td>622,716</td>
<td>8,350</td>
</tr>
<tr>
<td>Net investment income</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>List rental</td>
<td>90,136</td>
<td>2,148</td>
</tr>
<tr>
<td>Annual Meeting registration</td>
<td>-</td>
<td>91,197</td>
</tr>
<tr>
<td>Tours</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other income</td>
<td>7,495</td>
<td>12,603</td>
</tr>
<tr>
<td>Total Revenues, Gains and Other Support</td>
<td>4,027,387</td>
<td>495,665</td>
</tr>
<tr>
<td>Expenses</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Salaries and commissions</td>
<td>894,284</td>
<td>124,328</td>
</tr>
<tr>
<td>Payroll taxes and employee benefits</td>
<td>170,461</td>
<td>23,105</td>
</tr>
<tr>
<td>Contract labor</td>
<td>101,271</td>
<td>28,300</td>
</tr>
<tr>
<td>Editorial and content</td>
<td>117,052</td>
<td>8,046</td>
</tr>
<tr>
<td>Paper</td>
<td>376,873</td>
<td>23,100</td>
</tr>
<tr>
<td>Printing</td>
<td>250,020</td>
<td>37,401</td>
</tr>
<tr>
<td>Distribution and postage</td>
<td>524,144</td>
<td>16,396</td>
</tr>
<tr>
<td>Direct mail</td>
<td>979,926</td>
<td>-</td>
</tr>
<tr>
<td>Fulfillment</td>
<td>204,139</td>
<td>3,578</td>
</tr>
<tr>
<td>Renewal and collections</td>
<td>304,400</td>
<td>1,820</td>
</tr>
<tr>
<td>Honoraria and stipends</td>
<td>-</td>
<td>61,200</td>
</tr>
<tr>
<td>Travel, meals and lodging</td>
<td>37,440</td>
<td>2,525</td>
</tr>
<tr>
<td>Professional fees</td>
<td>7,727</td>
<td>21,320</td>
</tr>
<tr>
<td>General and administrative expenses</td>
<td>61,317</td>
<td>11,111</td>
</tr>
<tr>
<td>Rent expense</td>
<td>95,172</td>
<td>-</td>
</tr>
<tr>
<td>Donated legal and occupancy</td>
<td>7,727</td>
<td>21,330</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>4,358,050</td>
<td>332,118</td>
</tr>
</tbody>
</table>

**Increase (Decrease) in Net Assets from Operating Activities, 2009**

- **$ (313,663)**
- **$ (166,94) **
- **$ (18,404) **
- **$ (41,916) **
- **$ (325,03) **
- **$ (383,995) **
- **$ 223,305 **
- **$ (540,660) **
- **$ (485,699) **

**Increase (Decrease) in Net Assets from Operating Activities, 2008**

- **$ (51,275) **
- **$ 184,165 **
- **$ (151,058) **
- **$ 43,642 **
- **$ 24,54 **
- **$ (342,493) **
- **$ 319,569 **
- **$ (22,924) **
Endowment Investment Objectives, Policies and Implementation Guidelines

(October 2007)

I. Objectives and General Policies

A. Financial Objectives

1. Endowment: The AIA’s primary objective for the endowment is to preserve or, if possible, to enhance the purchasing power of the endowment’s assets over time so as to at least maintain the endowment’s ability to support AIA’s activities. The endowment’s annual support should be reasonably stable and to that end, both spending policy and asset allocation, as noted below, would be constrained.

2. Unrestricted Funds: The AIA needs to maintain a level of unrestricted funds sufficient to:
   a. Provide reasonably stable support of annual operations;
   b. Provide for unforeseen requirements. In this case the appropriate level should be the larger of two components determined as follows:
      (1) The first component would provide “insurance” against unexpected short-term fluctuations in revenues. Without such funds, any need to meet unforeseen cash requirements would require invading temporarily or permanently restricted funds, usually in violation of the donor’s intentions. This the Institute cannot do. After study, including reviewing historical short-term revenue fluctuations the AIA experienced, the Committee concluded that an appropriate amount would be 25% of revenues (i.e., an amount providing “coverage,” as it were, of 2.5 times a potential 10% decline in revenues).
      (2) The second component of unrestricted funds for unforeseen requirements would provide for a portion of unfulfilled subscriptions. The Investment Subcommittee felt it unrealistic to maintain a reserve equal to 100% of that balance, but also felt it unwise to maintain a reserve of zero. After deliberation, the Committee concluded that an amount equal to 35% of unfulfilled subscriptions would be appropriate.

   The required total level of unrestricted funds incorporating both the support of annual operations and the emergency calculation is not currently present and in seeking to achieve this level as soon as possible, spending must be constrained as discussed in the rest of this policy statement.

* The objectives and general policies set forth above were based in part on the study, dated as of May 6, 2000, done for the AIA by Cambridge Associates, Inc., a well-known investment consultant. This study compared the status and history of AIA’s investment management and endowment practices to a universe of comparable institutions. The Investment Subcommittee also reviewed historical data bringing the Cambridge Associates study up to date.

3. Liquidity: The AIA needs to maintain a sufficient level of cash and short-term investments to provide for operating cash requirements (salaries, rent, utilities, and the like) and a liquidity reserve.

   The level of operating cash balances would ordinarily be related to ongoing operating and program expenses, which would be as contemplated by the annual budget. Operating cash would not normally be considered part of the endowment.

   The remainder of cash and short-term investments would be the liquidity reserve, the amount of which would normally be determined by the Finance Committee as a fraction of the total endowment.

B. Spending Policies

In order to preserve or enhance the purchasing power of the endowment’s assets over time, the total return achieved by the endowment must exceed the sum of the spending rate, investment expenses, and the inflation rate.

Given the long-term nature of the endowment, recent periods of extraordinarily high and volatile returns cannot provide useful guidance for spending. Over very long periods, institutions spending in excess of 5% of endowment assets annually tended to lose purchasing power. Thus, AIA’s objective is for the spending rate to be 5%.
Even with conservative asset allocation, as noted below, short-term movements in equity or fixed income markets can affect the current market value of the endowment’s assets, and thus potentially, the annual support the endowment provides. To achieve reasonable stability of support, and to take account of the long-term average peak-to-trough periodicity of market behavior, AIA’s spending rule would be to apply the spending rate to a trailing 12-quarter average of the endowment’s market value.

To achieve its primary objective, the total return earned by the endowment must be at least equal to the sum of the inflation rate, investment expenses, and the spending rate. The Consumer Price Index (“CPI”) is the most commonly accepted measure of inflation. Thus, AIA’s minimum investment return objective, expected to prevail over rolling three-to-five-year periods, would be to achieve a total net return of 5% in excess of the CPI.

Over the long term, equity investments have returned in excess of the sum of inflation and AIA’s 5% target spending rate. But such long-term returns entailed some considerable volatility. Institutions with unrealistically high total return objectives found themselves emphasizing equity investments. While during certain periods, such as the late 1990s, this paid off handsomely, there are other periods, such as the mid-1970s and ever since mid-2000, where total return was adversely affected by a concentration in equities. Since AIA’s objective is to enhance, where possible, the purchasing power of the endowment’s assets and annual support, a real (i.e., inflation-adjusted) return objective, net of spending and expenses, of 0.75% is appropriate.

Therefore, AIA’s investment return objective is to achieve an expected total return—net of expenses, over rolling three-to-five-year periods—of 5.75% in excess of the CPI.

C. Asset Allocation
The mix of the endowment’s investments will affect the total return. It will also affect the volatility of the endowment’s assets, and thus the total return and the endowment’s annual support for AIA’s programs. Too much emphasis on fixed income investments undercuts the objective of at least maintaining the purchasing power of the endowment. Too much emphasis on equity investments, on the other hand, undercuts the objective of reasonable stability of the endowment’s annual support.

The AIA’s asset allocation objectives would be comprised of acceptable asset classes, a target allocation, and an acceptable range; and periodic rebalancing (i.e., selling and purchasing investments to restore the mix of investments to their target proportions).

The AIA’s allocations and ranges are as follows:

<table>
<thead>
<tr>
<th>Asset Class Target Allocation Acceptable Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Investments 65% 55%–75%</td>
</tr>
<tr>
<td>Fixed Income Investments 35% 25%–45%</td>
</tr>
<tr>
<td>Alternative Investments 0% 0%–10%</td>
</tr>
</tbody>
</table>

Given the size of the AIA’s endowment, complicated technical methods of rebalancing are unnecessary, serving only to increase costs without corresponding benefit. Thus, AIA’s rebalancing policy will be to review the mix of investments annually, and to rebalance to the target allocation percentage if and to the extent any asset class exceeds its acceptable range.

The Investment Subcommittee will seek to meet quarterly but in any case will meet a minimum of three times a year to review the current state of the endowment, the desired asset classes, their target allocations, and acceptable ranges. Should that review lead to the need for rebalancing, a decision will be made accordingly.

D. Investing Endowed Gifts
Under normal circumstances, the AIA does not invest endowed gifts separately. Doing so is neither cost-effective nor would it produce a satisfactory return on our money. Therefore, we pool all of our endowment funds and invest those assets collectively according to Board-established policies. The endowment funds are similar to mutual fund shares, in that they share income and investment expense in proportion to their own value. In our pooled endowment, a fund that represents 3% of the total value of our endowment would receive 3% of the investment income. The 5% endowment draw is also allocated in this manner, although that draw is only taken if the AIA can spend that amount of money towards the donor’s stated restriction. If the full amount is not spent, the balance is put back into the endowment, and the fund is only charged the amount spent.
When the auditors conduct their annual review, they verify that our investments comply with the board’s investment policy, that the income and net appreciation and endowment draw are accurately reflected in the financial statements, and that the funds were used in accordance with the donor’s stated restrictions.

E. Change in Endowment Value
Over time, various AIA activities change the value of the endowment within the three categories of net assets. A brief description of these possible activities follows.

1. Investment Income: When we invest money, be it permanently restricted, temporarily restricted, or unrestricted, we earn investment income in the form of interest and dividends. This income increases the value of the endowment.

2. Capital Appreciation: The value of our investments varies according to market fluctuations. We regularly buy and sell equities, resulting in realized and unrealized gains and losses. If the sum of the gains is greater than the sum of the losses, the value of our endowment increases.
   - Realized Gains and Losses: If we purchase an equity and later sell it at a higher price, then we have a realized gain. Conversely, if we sell the equity at a price lower than our original purchase cost, we have a realized loss. The gain or loss is realized because we sold the equity and the value of our investments goes up or down accordingly.
   - Unrealized Gains and Losses: Sometimes we buy equities that increase or decrease in value, but we do not sell them. If their current price is greater (less) than our original purchase price, then we have an unrealized gain (loss) and the total value of our net assets goes accordingly up (down). The gain or loss is “unrealized” because the value of the investment will continue to fluctuate as long as we own that equity.

F. Contributions
Numerous types of contributions are added to the net assets of the AIA. The three most common types of contributions are AIA Fund donations, grants, and endowing gifts.
   - Annual Fund Donations: Donations to the Annual Fund are classified as general operating funds within the unrestricted category of net assets because we will spend them at the Board’s discretion during the year in which they are received. Therefore, Annual Fund revenues are not a part of the AIA’s endowment.
   - Grants: Grants to the AIA are typically made by foundations, corporations, or individuals. The grants are given for a specific purpose and the Institute is expected to spend all of the money. Hence, in many cases, the grant money appears as part of general operations. It is possible that the grant might be a multiyear one. In this case, and especially because the grant is given for a specific purpose, the grant monies are classified as temporarily restricted net assets and are released to general operations as required. The Institute retains grant funds only as long as it takes to spend all of the money and fulfill the donor’s intentions.
   - Endowment Gifts: Whereas grant donors expect their gifts to be completely used up in a short period of time, some donors want their gifts to generate income in perpetuity for the AIA. Donors who wish to provide ongoing support make endowment gifts to the AIA, which are added to the endowment as a permanently restricted asset. As such, the principal of the gift can never be spent, but the Board can invest the money. The income and capital appreciation earned from the investment become temporarily restricted assets until the AIA spends the money as specified by the donor.

G. Deductions
Deductions may be made from unrestricted and temporarily restricted endowment assets, but never permanently restricted assets. As long as deductions are less than the sum of the investment income, capital appreciation, and contributions, then the value of the endowment will increase and income and appreciation will continue to accumulate over time.

II. Implementation Guidelines
Generally, implementation will be left to the Investment Subcommittee of the Finance Committee. Guidelines that would apply are as follows:

A. Rebalancing will be done as soon after the end of the fiscal year as is practical.

B. Equity investment managers will be selected based on:
(1) The discipline or style recommended from time to time by the Investment Subcommittee (e.g., growth, value, or variations on such themes).
(2) The manager’s conformity with such discipline.
(3) The manager’s record of performance and risk incurred.
(4) The costs incurred by and on behalf of the manager.

C. Fixed income investment managers will be selected based on:
   (1) The discipline or style recommended from time to time by the Investment Subcommittee (e.g., short-term, medium-term, long-term, balanced, laddered, or variations on such themes).
   (2) The manager’s conformity with such discipline.
   (3) The manager’s record of performance and risk incurred.
   (4) The costs incurred by and on behalf of the manager.

D. Managers will be reviewed annually.

E. Custody and other administrative arrangements will be reviewed annually.

F. An annual report regarding these matters will be made by the Investment Subcommittee to the Finance Committee.
Products and Services

Membership

Both professional archaeologists and armchair enthusiasts belong to the Archaeological Institute of America, making the Institute a unique organization that brings scholars and the public together. Members will receive a variety of benefits while helping the AIA protect and preserve archaeological sites, create a vivid and informed public interest in civilizations of the past, and foster the practice of responsible archaeology.

Benefits of AIA Membership

• Affiliation with an AIA society where members can attend lectures given by distinguished archaeologists, interact with other members in the area, and participate in other engaging events. There are over 105 AIA societies in the United States and Canada.
• The latest archaeological and AIA news through the tri-annual AIA News, and three kinds of E-Updates.
• 30% discount on registration for the AIA Annual Meeting, where the latest archaeological research and discoveries are presented.
• 20% discount on AIA merchandise
• Discounts on admission prices, café/restaurant, and gift shop items at the AIA’s Museum Partners
• $100 off any AIA Tour, along with other travel discounts
• Eligibility to submit presentations for the Annual Meeting and for other levels of participation.
• 10% discount on archaeologically-focused books published by the AIA.
• The opportunity to join AIA interest groups. Interest groups bring together AIA members with shared interests in specific archaeological topics, usually regional or scholarly areas of study.
• Eligibility to apply for AIA fellowships. Academic job seekers may also use job placement services at the AIA Annual Meeting.
• Eligibility to serve the Institute as an AIA Society officer or national committee or Board member.

In addition, members may choose to receive one or both of the AIA’s premier publications, Archaeology magazine and the American Journal of Archaeology, at a discount.
Fellowships

Overview
The AIA awards several fellowships each year, with the exception of the Anna C. and Oliver C. Colburn Fellowship, which is awarded every other year. These fellowships are generally awarded to students in doctoral programs or to recent recipients of the Ph.D. Current officers, staff, members of the Fellowships Committee and their immediate families, and members of the Governing Board of the Institute are not eligible for these awards.

Fellowship Descriptions
Publication Preparation Grant
This grant supports the scholarly publication of already excavated archaeological material in a peer-reviewed outlet. It is intended to assist in the final analysis, writing, and preparation of the results of research so that, by the end of the second year under the grant, a completed manuscript (article or monograph) will be submitted for publication. Proposals must include a time-table for completion of the manuscript and specific plans for publication (including intended publisher). Applicants may request funds to work on archaeological material of any period from anywhere in the world. Material may already reside in international or North American museums or institutions, or still remain in storerooms on site.

Application is open to graduate students and post-doctoral professionals. To be eligible, applicants must be members of the AIA at the time of application through the end of the grant term. Recipients are required to submit a report to the AIA Fellowships Committee after the first year of funding (before the second half of the award is released) and are also encouraged to submit an abstract to the AIA’s Annual Meeting* during the second. At the conclusion of the fellowship tenure, the recipient must submit to the AIA Fellowships Committee a budgetary report on the use of the stipend, a summary of the research, the completed manuscript, and evidence that the manuscript has been submitted to an appropriate venue for publication.

Olivia James Traveling Fellowship
The Institute awards annually a single fellowship to a student who is a citizen of the United States. Preference will be given to projects of at least a half-year’s duration. Although the proposal may require travel outside these areas, the majority of travel proposed must for study in Greece (the modern state), Cyprus, the Aegean Islands, Sicily, southern Italy (the Italian provinces of Campania, Molise, Apulia, Basilicata, and Calabria), Asia Minor (Turkey) or Mesopotamia (the territory between the Tigris and Euphrates rivers—that is, modern Iraq and parts of northern Syria and eastern Turkey).

The Deed of Trust states that students of classics, sculpture, architecture, archaeology and history would be the most suitable recipients of the fellowship, and specifies that the word “student” shall not be taken to restrict awards to persons registered in academic institutions. Preference, however, will be given to individuals engaged in dissertation research or to recent recipients of the Ph.D. The award is not intended to support field excavation projects. Recipients may not hold other major fellowships during the requested tenure of the Olivia James award. At the conclusion of the fellowship tenure, the Olivia James recipient is required to submit a report on the use of the stipend to the AIA. After the tenure of their fellowship, all fellows are expected to submit an abstract to the Program Committee within two years, in accordance with that committee’s guidelines, in order to present a paper on their research at the AIA Annual Meeting.*

Helen M. Woodruff Fellowship of the AIA and the American Academy in Rome
A pre- or post-doctoral fellowship for study of archaeology and classical studies has been established by the AIA at the American Academy in Rome. This fellowship, combined with other funds from the American Academy in Rome, supports a Rome Prize Fellowship open to citizens or permanent residents of the United States. At the conclusion of the fellowship tenure, Helen M. Woodruff Fellowship recipients must submit a report to the President of the Institute and the President of the American Academy in Rome. After the tenure of their fellowship, all fellows are expected to submit an abstract to the Program Committee within two years, in accordance with that committee’s guidelines, in order to present a paper on their research at the AIA Annual Meeting.* For further information and application forms, candidates should write to the American Academy in Rome, 7 East 60th Street, New York, NY 10022, or visit the Academy’s website at www.aarome.org
Anna C. & Oliver C. Colburn Fellowship
One fellowship is awarded in alternate academic years. Applicants must be citizens or permanent residents of the United States or Canada, or be actively pursuing an advanced degree at a North American college or university; must be at the pre-doctoral stage or have recently received a Ph.D.; and must apply concurrently to the American School of Classical Studies at Athens for Senior Associate Membership or Student Associate Membership. Applicants may not be members of the American School during the year of application. The fellowship may be held for a maximum of one year. Other major fellowships may not be held during the requested tenure of the Colburn award. The Colburn recipient is required to submit a report on the use of the stipend both to the President of the AIA and to the Director of the American School of Classical Studies at Athens at the conclusion of the fellowship’s tenure. After the tenure of their fellowship, recipients are also expected to submit an abstract to the Program Committee, in accordance with that committee’s guidelines, to be considered for presentation of a paper at the AIA Annual Meeting.*

Harriet and Leon Pomerance Fellowship
One fellowship will be awarded annually to enable the recipient to work on an individual project of a scholarly nature related to Aegean Bronze Age archaeology. Preference will be given to candidates whose project requires travel to the Mediterranean. Applicants must be citizens or permanent residents of the United States or Canada, or be actively pursuing an advanced degree at a North American college or university. Previous Harriet Pomerance Fellows are not eligible. At the conclusion of the fellowship tenure, the Pomerance recipient is required to submit a report on the use of the stipend to the AIA. After the tenure of their fellowship, all fellows are expected to submit an abstract to the Program Committee within two years, in accordance with that committee’s guidelines, in order to present a paper on their research at the AIA Annual Meeting.*

The Archaeology of Portugal Fellowship
This fellowship provides funding to support projects such as research projects, colloquia, symposia, publication, research-related travel, or travel to academic meetings to present papers on the archaeology of Portugal. The amount of the award may vary based on the merit of the proposal. Portuguese, American, and other international scholars are invited to apply. At the conclusion of the project, recipients of this award must submit a report to the Institute. Recipients are also expected to submit an abstract to the Program Committee within two years, in accordance with that committee’s guidelines, to be considered for presentation of a paper at the AIA Annual Meeting.*

Minority Scholarship
The American Philological Association and the Archaeological Institute of America have a joint scholarship for minority undergraduate students. The purpose of the scholarship is to further an undergraduate’s preparation for graduate work in classics or classical archaeology. Eligible proposals might include (but are not limited to) participation in summer programs or field schools in Italy, Greece, Egypt, etc., or language training at institutions in the United States, Canada, or Europe. Candidates will be judged on the basis of (a) their academic qualifications, especially in classics, including demonstrated ability in at least one classical language, or in fields that prepare a student to become a classical archaeologist; (b) the quality of their proposal for study particularly as preparation for a career in classics or classical archaeology; and (c) need. The application must be supported by a member of the APA or the AIA.

Waldbaum Fellowship
Established in honor of AIA Past President Jane Waldbaum, the Waldbaum Field School Scholarship provides funds to help pay expenses associated with participation in an archaeological excavation or survey project with a minimum stay of one month. The scholarship is open to junior and senior undergraduate students and first-year graduate students who are currently enrolled at a college or university in the United States or Canada. Applicants must be at least 18 years old and have not previously participated in an archaeological excavation. Students majoring in archaeology or related disciplines are especially encouraged to apply.

* Please note that the Program Committee performs a “blind” selection of abstracts, so there is no guarantee that abstracts dealing with fellowship projects will be accepted.
Awards

Introduction
Each year, the AIA presents a number of awards to recognize excellence by archaeologists, educators, authors, and others whose work has had a positive impact on the field of archaeology. Winners of these prestigious awards are honored at a special ceremony during the Institute’s Annual Meeting.

Gold Medal Award for Distinguished Archaeological Achievement
The AIA Gold Medal Award Committee invites nominations for the award, which is given to a scholar who has made distinguished contributions to archaeology through his or her fieldwork, publications, and/or teaching. The recipient of the award will be presented with the medal and a citation documenting his or her outstanding achievements. A symposium will also be held in his or her honor at the Annual Meeting at which the award is presented.

Pomerance Award for Scientific Contributions to Archaeology
The Committee for the AIA Pomerance Award for Scientific Contributions to Archaeology invites nominations for a professional or amateur scientist, or a team, whose interdisciplinary work with archaeologists merits recognition. Eligibility is not restricted to members of the AIA, and candidates for the award may be sought internationally with no geographical limitations.

Martha and Artemis Joukowsky Distinguished Service Award
The Martha and Artemis Joukowsky Distinguished Service Award is presented to an AIA member whose sustained and exceptional volunteer efforts have furthered the work of the Institute and increased public awareness regarding its mission. AIA Societies in particular are encouraged to nominate members who have provided exceptional service to the Institute. Officers and Trustees currently serving on the Executive Committee are ineligible to receive this award. No more than two awards, in the form of a framed citation, will be presented each year.

James R. Wiseman Book Award
Each year the James R. Wiseman Book Award Committee will recommend, in time for presentation of the award at the Annual Meeting of the Institute, the work it deems most worthy of recognition in that year. Books and monographs bearing a date of publication within the four calendar years prior to (not including) the year of the Annual Meeting at which the award is made will be eligible for consideration.

Felicia A. Holton Book Award
The Felicia A. Holton Book Award will be given annually to a writer who, through a major work of non-fiction, represented the importance and excitement of archaeology to the general public. Submissions should focus on archaeology but may also delve into literary and historical topics. The work must have been published in English and bear a date of publication within three calendar years prior to (not including) the year of the Annual Meeting at which the award is given. From time to time, the Holton Award may be given for lifetime achievement in non-fiction popular writing. Books written by current members of the Governing Board of the AIA or the CAA or by the Committee are not eligible.

Excellence in Undergraduate Teaching Award
The Excellence in Undergraduate Teaching Award Committee invites nominations for the award. This prize may be awarded to up to three individuals every year and includes a certificate of award. Candidates must have demonstrated excellence in the teaching of archaeology; developed innovative teaching methods or interdisciplinary curricula; a minimum of five years of teaching experience prior to being nominated; currently be engaged in teaching; and be members of the AIA.

Conservation and Heritage Management Award
The Conservation and Heritage Management Committee invites nominations for this award in recognition of an individual’s or institution’s exceptional achievement in any of the following areas:

1. Archaeological conservation (the conservation of an artifact, monument, or site);
2. Archaeological conservation science (an advance in the deterioration analysis or treatment of archaeological materials);
3. Archaeological heritage management (the overall management of a site or group of sites including their preservation and interpretation to the public);
4. Education/public awareness of archaeological conservation through teaching, lecturing, exhibition, or publication.

**Outstanding Public Service Award**
The Outstanding Public Service Award recognizes exceptional contributions that promote public understanding of, interest in, and support of archaeology and the preservation of the archaeological record. Individuals, organizations, institutions, or corporations may be nominated to receive the Public Service Award. Individuals need not be members of the AIA.

**Graduate Student Paper Award**
Graduate students who are members of the AIA are invited to submit papers that have been accepted for presentation at the next Annual Meeting for consideration for the Graduate Student Paper Award, which recognizes and encourages outstanding research by students.

**Poster Awards**
Three monetary awards are given to the best posters presented at the Annual Meeting. The first is awarded to the presentation judged “best poster” by a panel of three judges appointed by the Program Committee; the second to the poster judged “first runner-up;” and the third to the poster deemed “best poster designed entirely by a student or students.” Student posters are also eligible in the best poster and first runner up categories.
Lecture Program

Each academic year, between September and May, the Institute sends up to three professional archaeologists to lecture to each of its societies. Because the societies are composed of members of the general public, as well as professional archaeologists, the lecture program provides a unique opportunity for interested non-professionals to meet practicing archaeologists and to learn about new discoveries.

AIA lectures are free and bring news of the latest archaeological discoveries to the public. AIA societies, located throughout the United States and Canada, integrate the lectures provided to them by the Institute with a variety of locally sponsored programs.

The Lecture Program is sponsored in part by the Samuel H. Kress Foundation.

Lectures are also supported by the following AIA endowments:
The Michel and Nelly Abemayor Fund for the Study of Egyptian Art and Archaeology
Ahmanson Foundation Lectureships
Patricia and Richard Anawalt Lecture
The Anita Krause Bader Lecture in Mediterranean Archaeology
The Edward J. Bader Lecture in Mediterranean Archaeology
The Father Edward A. Bader, CSB Lecture in Mediterranean Archaeology
Ludlow Hopkins Baldwin Memorial Lecture
Nancy Stone Bernard Lecture
John H. and Penelope Biggs Lecture
Alan Boegehold Lecture
Nadzia Borowski Lectures
Robert J. Braidwood Lecture
Oscar Bronner Memorial Lecture
Ellen Sparray Brush Lecture
John L. Caskey Lecture in Aegean Archaeology
Sandra L. Church Lecture in Memory of Albert H. Clayburgh
Cesnola Lectures on Cyprus
Albert H. Clayburgh Lecture in Archaeology
The Donald R. Laing, Jr. Lectureship of the Cleveland Archaeological Society
Max Arthur Cohn and Sarah Waldstein Cohn Memorial Lecture
William D. E. Coulson Memorial Lectureship
Clarence and Anne Dillon Dunwalke Lecture
Alfred Eisenpreis Lecture
Danyale Z. English Lecture
Ferdinando and Sarah Cinelli Lecture in Etruscan and Italic Archaeology
The Feistone Lecture in the Archaeology of Israel
George H. Forsyth, Jr. Memorial Lectures
The Ernest R. Graham Lecture
The Vartan Gregorian Lectureship
The George M. A. Hanfmann Memorial Lecture
Ira Haupt, II Lecture
Richard H. Howland Lectures
Harald Ingholt Lecture in Middle Eastern Archaeology
Wilhelmina and Stanley Jashemski Lecture
Martha Sharp Joukowsky Lectureships
The Helene J. Kantor Memorial Lecture
Kershaw Lectures in Near East Archaeology
Samuel H. Kress Lectureship in Ancient Art
Ellen and Charles S. La Follette Lectures
Richard Lobban Family Endowed Lecture
The Manton Lectures
The Frederick R. and Margaret B. Matson Lectures
The Anna Marguerite McCann and Robert D. Taggart Lectureship in Underwater Archaeology
William A. McDonald Lectureship
Machteld Mellink Lecture in Near Eastern Archaeology
The William Metcalf Lecture Series
Joseph Veach Noble Lecture
The Charles Eliot Norton Memorial Lectureship
Dorinda J. Oliver Lectures
The Archaeology of Portugal Fund Lectures
Leonard and Lynn Quigley Lecture
Frieda Renner Lectures
William J. Roberts Lecture
James Russell Lecture
Robert L. Scranton Lectures
Carl Sheppard Memorial Lecture
Sheldon H. Solow Lecture
The Richard Steffy Lecture in Underwater Archaeology
The Doris Z. Stone New World Archaeology Lecture Fund
Homer A. and Dorothy B. Thompson Lectureship
Johannes and Jo Anne Van Tilburg Lecture
The Peter H. Von Blanckenhagen Lecture Endowment
R. S. Webster Lectureship
Nancy Wilkie Lectureship in Archaeological Heritage
Rodney S. Young Memorial Lecture
Publications

**Newsletter**
The *AIA Newsletter* is the primary vehicle for communication with members and supporters of the Institute. It is published three times a year and offers information about the Annual Meeting, current national and local activities, travel programs, and society and member activities.

**Bulletin**
The *Bulletin* is the annual report of the AIA. It includes reports from the President, the Vice Presidents, the Treasurer, the Editor-in-Chief of Archaeology, and the Editor-in-Chief of the *American Journal of Archaeology*. Also included are award citations, Governing Board and Executive Committee minutes, program reports, financial reports, and the personnel of the various branches of the AIA.

**Archaeological Fieldwork Opportunities Bulletin**
Published annually, the *Archaeological Fieldwork Opportunities Bulletin* is an excellent resource for students and volunteers who wish to participate in excavations, field schools, or archaeological programs. This fully indexed edition contains more than 200 fieldwork opportunities, both in the United States and abroad; each is listed by major geographic region and provides essential information about the project, including full contact information, duration, age requirements, applicable fees, and general background. *AFOB* is also available online as a searchable database, where listings are updated year-round and additional resources on fieldwork are available.

**AIA Annual Meeting Abstracts**
This is the official publication for abstracts of papers, workshops, colloquia, and posters presented at the Annual Meeting. The abstracts are also available online in a searchable database just prior to the meeting. A permanent online archive of abstracts is available from 2003 forward. In years prior to 2003, abstracts were also republished in the *American Journal of Archaeology*.

**Publications Subvention Grants**
Launched in 2005, this program offers subventions from the AIA’s von Bothmer Publication Fund in support of new book-length publications in the field of classical archaeology (defined as Greek, Roman, and Etruscan archaeology and art history). Particularly welcome are projects that publish the work of first-time authors or represent the first publication of final reports of primary data from sites already excavated or surveyed. These subventions are not intended to support the publication of previously published works (such as collections of previously published essays) or congress proceedings.

The program is administered by the Publications Subvention Committee, comprised of AIA members with scholarly expertise in the areas designated for the grant. Grants average $5,000, although smaller or larger amounts may be awarded at the discretion of the Committee.

Nominations are submitted by eligible non-profit publishers, such as university or museum presses. All manuscripts submitted for consideration must conform to AIA’s policies regarding the initial publication of undocumented antiquities. All authors of manuscripts must be members of the Archaeological Institute of America, though grants are open to scholars and non-profit publishers of all nations.

The selected manuscripts will acknowledge the subvention with the following statement on the copyright page or on the reverse of the title page: “Publication of this book has been aided by a grant from the von Bothmer Publication Fund of the Archaeological Institute of America.”

**American Journal of Archaeology**
The *American Journal of Archaeology* is one of the world’s most distinguished and widely distributed archaeological journals. Founded in 1885, the *Journal* is devoted to the advancement of archaeological studies and to the promotion of interest in them. Circulation of the *AJA* reaches 55 countries and over 900 universities, learned societies, departments of antiquities, and museums; the *Journal* also has 2,000 individual subscribers. The *AJA* is published in both print and electronic formats in January, April, July, and October, and both versions are available through membership in the AIA or by subscription. The electronic *Journal* features interactive PDFs with dynamically generated, regularly refreshed reference links in a screen-ready and printer-friendly format. Subscription information about both versions of the *Journal*, as well as information about sales of individual articles and back issues, is available on the *AJA* website.
(www.ajaonline.org). The AJA website also showcases free, downloadable PDFs of reviews of museum exhibitions and books and has an ever-expanding archive of free, downloadable images and data that accompany select published articles.

**Archaeology Magazine**

Archaeology magazine revises, reinterprets, and even rewrites the story of the material remains of the human past. Reporting and reflecting upon the work of archaeologists around the world, the magazine and its companion website bring the experience and excitement of archaeological discovery to the widest possible audience. It also plays a crucial role in determining how a country’s past should be understood today, providing an educated public with the means to better understand the present and prepare for the future. Archaeology is the only non-profit magazine edited to compete with for-profit journals such as Discover and Natural History, and is on professional par with non-profit giants such as Smithsonian and National Geographic. It ranks far above its more immediate competitors—non-profit, archaeologically-focused magazines such as the bi-monthly Biblical Archaeology Review; KMT, a quarterly devoted to ancient Egypt; Near Eastern Archaeology, a semi-scholarly quarterly of the American Schools of Oriental Research; Schools of Oriental Research. Archaeology’s critical look at popular culture’s fascination with this subject earns regular attention from the national press.

Founded in 1948, Archaeology has evolved from a quarterly to a bimonthly periodical. There are 240,000 subscribers, according to the most recent ABC audit. Readership has grown from a few thousand to nearly 750,000. Our readers today (median age 56.5) are highly educated (30% have graduate degrees and 72% graduated from college) and have a median income of $72,000. While 69% of our readers hold professional or managerial positions, their interest in archaeology is avocational—less than one percent of our readers are professional archaeologists.
Outreach and Education

The Outreach and Education program fulfills the AIA’s commitment to public outreach and education by organizing programs and developing materials that convey the significance of archaeological discovery and increase awareness of archaeological issues among the general public. The programs link the public with professional archaeologists in formal and informal settings and attract both members and non-members.

Our programs for the public include archaeology fairs, lectures, school visits, museum tours, and teachers’ workshops. The programs are designed for diverse audiences and strive to make archaeological information accessible to the public. The archaeology fairs, for instance, present activities and programs geared towards families, children, and educators. Attendees learn about archaeology by participating in a variety of hands-on projects and by talking to professional archaeologists and educators.

The Outreach and Education website (www.archaeological.org/education) provides visitors with information about archaeology and archaeological methods, including a glossary, basic definitions of archaeological terms and processes, and a bibliography. The site also contains teacher resources, including downloadable lesson plans, information on upcoming events such as fairs, lectures, and open houses, and an “Ask the Expert” feature where experts answer questions submitted by users.
Annual Meeting

Overview
The AIA Annual Meeting, held concurrently with the Annual Meeting of the American Philological Association, takes place over a three-day weekend at the beginning of January. The two meetings attract nearly 3,000 scholars, students, professors, and professionals, and many members of the public attend special programs.

Over 300 paper presentations in sessions, organized colloquia, and workshops are scheduled, as well as Committee meetings, Interest Group meetings, Placement Service interviews, poster sessions, roundtable discussions, and special events, making this weekend an active, educational experience for the public and an essential aspect of AIA involvement. The Council Meeting and a Governing Board meeting also take place at this time, as does the AIA’s annual Awards Ceremony. The combined exhibit hall attracts over 60 exhibitors, including publishers, archaeological and classical associations, and archaeological equipment companies. A preliminary program of AIA events is posted on the website in the fall and a final printed program is available at the meeting.

Registration and Hotel Details
Trustees and all other members of the AIA, as well as their family or guests, are expected to pay for Annual Meeting registration, travel to the conference, and hotel rooms. Travel grants are often available to international speakers and student participants. Registration information is typically available on the website at the end of the summer, and there is a special discount for early registration. Special hotel rates are negotiated by the AIA and APA and provide the organizations with complimentary meeting rooms, so Trustees are strongly encouraged to book hotel rooms only at the convention hotel(s).
AIA Tours

AIA Tours is operated as a self-supporting department of the AIA, outsourced to an administrative company called Eos (after the Greek goddess of dawn) located in Walpole, NH. Eos has been directing AIA Tours since January 2000.

The goals of AIA Tours are:

1. To provide high quality, educational tours, focusing on archaeology and cultural history worldwide.
2. To provide substantial net earned income to the AIA without financial and legal risk for the Institute.
3. To help the AIA identify potential donors.

The AIA earns 5% of the gross revenue paid by tour participants, while Eos pays for substantially all expenses, including overhead and staffing, printing, direct mail marketing, outside advertising, dedicated AIA Tours toll-free telephone lines, hiring of lecturers, contracting with tour suppliers, providing liability coverage for AIA, etc. The Institute underwrites the cost of tour advertising in its own publications, the AIA Newsletter and Archaeology magazine.

AIA Tours has continued to provide substantial revenue to AIA; for FY07 this amounted to over $150,000 gross. The AIA Tours Director and the AIA Executive Director periodically review enhancements and improvements to the program with support from the AIA Tour Advisory Committee.
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