

Summing up - over the 2013:

We got 65 paid new members (25 institutional and 40 individual), another 4 still need to pay. We lost 6 members in 2013 (mostly due to a lack of money), another 1 already said to stop in 2014. We reached our target for 2013 (175 members -> 195 paid members counted Dec 31st 2013).

We had an increase in website visitors from about 4,100 to 5,800 per month, slowly stabilising.

Of the 2013 revenues, over € 12,000 got paid in that year. We sent invoices in January, reminders in April, July, September and October. Open invoices include 4 new members (€ 280) who registered recently. € 590 was paid already in 2012 for 2013. From the open invoices of 2012 (€ 325), we cancelled two (€ 100) and removed those members from EXARC. Two invoices from the conference in Lejre were still open (€ 185), we cancelled it - Lejre confirmed to cover those costs. From October 2013 invoices sent included the contribution fees for 2014 (€ 1350 invoiced).

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401 Staff / contracts

40112 On Facebook we reach about 6,400 people in our groups and at our pages, over double as much as 1/1/2013 (2,900). In August we added four new moderators to the group. LinkedIn is also growing. We added about 30 hours of videos on Vimeo from the Foteviken OpenArch meeting October 2012, in September 20 videos from the Archeon OpenArch meeting were added. So far, those got 300 views all together (OpenArch activities).	€	5,077.93
40130 The volunteers of the secretariat (Director and Bookkeeper) got a volunteer fee for their work. In one year time about 1,875 volunteer hours were made by the two of them. Next to it 163 hours were spent on graphics, website, journal on line - not paid. The Director started a full time job aside of EXARC by 1 October, therefore the work in EXARC is re-arranged. See the separate report with the hours made.	€	3,000.00
40150 The volunteers of the Journal were paid a volunteer fee for their work (the Chief Editor and the Editor). In 12 months, about 300 volunteer hours were made. See the separate report with the hours made.	€	1,200.00
40170 The entries in ONCAT (OpenArch project) for the year 2012 were completed by February 2013. Our OpenArch finances 2011-2012 were audited in May leading to good recommendations for improvement.	€	2,037.85

430 Conferences

43000 April: EXARC hosted the history of experimental archaeology conference in Lejre, attracting about 25 participants including keynote speaker Hans-Ole Hansen. Proceedings (EXARC with Lejre) are planned. Costs of the conference include travel and subsistence of two EXARC organisers.	€	2,421.65
June: the EXARC Director was invited for a Conference of our EXARC member in Travo (IT), costs were paid by Travo.	€	212.32
September: the EXARC conference was held in Hungary. EXARC supported the conference with an extra donation of € 300. One of the participants paid their costs to EXARC, which we transferred to Hungary. The conference was small but satisfactory.	€	897.94

451 PR, Journal and websites

February: The EXARC Journal editors were interviewed by the Wall Street Journal for an article about one of our authors, showing the success of experimental archaeology. In August, Science Magazine asked us to mediate in order to get some good Stone Age pictures.	€	-
February: We made all 129 old EuroREA articles available online. This led to an extra 1,000 visitors in 3 days (compare this with 49,000 visitors over the full year 2012) (OpenArch activities).	€	-
February-November: We published the EXARC Journal 2013-1 in February, 2013-2 in June and 2013-3 in November. Mixed matters are added every two weeks, the main articles just before publishing (those are for members only) (OpenArch activities).	€	-

February: we wrote to NARA in Japan, an important institute with a commission on experimental archaeology – we wrote them in Japanese thanks to help through Internet. They did not answer.	€	-
February: we added 15 Spanish AOAMs to our overview of venues. Two of them became member.	€	-
February: We placed a two pages editorial in “Primitive Technology” magazine of SPT, encouraging their members to become EXARC members. We gave them a special offer till the end of 2013.	€	-
February: we approached ALHFAM, the US Association of Living History and Farming Museums, they replied in April à to be continued.	€	-
March - October: we approached about 200 AOAMs on our map of venues with a personalized email, asking them to become member. These mails were <i>in their native language</i> translated by Board members or senior EXARC members (OpenArch activities).	€	-
May: we are helping to sell “Primitive Technology” journal in Europe. About 150 copies were brought to the Netherlands.	€	-
January - October: The work on the website intensified due among others to more members and conferences taking place. Autumn we had severe server problems requiring a lot of extra work.	€	-
January - October: We were slowly adding US venues; by the end of October we got 100 US archaeological open-air museums presented on our interactive map.	€	-
A new editor was trained early in the year but he does not have enough time. A 2nd new editor was recruited over Summer. This year he does the work for free. We will need even more help in the future.	€	-
August - October: we produced a book on PR for Archaeological Open-Air Museums (56 pages). 50 copies were distributed between the OpenArch Partners (OpenArch activities).	€	-
July - December: the Director is looking into how to develop the marketplace. We now have 100 free adverts, 70% by non-EXARC members. This was done with Grundtvig help.	€	-
October - December: we reorganized the Journal sections, adding "Ancient Technology" and "Interpretation", including some previous articles in those sections. We also added lists of contents, also of the members only content, to the presentation of our online issues (OpenArch activities).	€	-
45100 Over the year EXARC pays for several URLs (domain names), like for EuroREA	€	10.05
45112 January - October: The costs of hosting and domains is stable now, after a year of searching for the best option. Next to normal maintenance around the year, we had severe server problems in August - October which required a lot of extra time. Since we are paid a fixed amount this means that a lot of free hours have been put into this project (OpenArch activities)	€	1,038.39
45114 Some of the hosting costs are seen not as Common Costs, but need to be paid 50% by EXARC. Still it is part of our input in OpenArch project. (OpenArch activities)	€	140.42
45115 End of the year we paid the first half of the costs for the maintenance of the OpenArch and OpenArchaeology website. The other half will be paid end of 2015. Those costs are described in the contract between EXARC and the companies, and are 100% paid by OpenArch. (OpenArch activities)	€	6,100.00
45150 PR material	€	566.47
June: we printed business cards for two Board members as well as new stationary (the stock from Sept 2011 was depleted).	€	100.89
July: following the idea of the Board, small magnets with EXARC logo were designed and printed. We are sharing those at conferences. The design costs were	€	122.26
August: new shields were designed and printed. Our previous load was almost gone. This time we ordered 50. The design costs were not paid.	€	343.32

45151 July - August: The 2013 EXARC Journal Digest was designed and printed. It counts 40 pages - that is 10% more than previously. It holds a small selection of 11 abridged articles and is distributed among EXARC members and used as PR material (OpenArch activities)	€	2,133.23
45152 July: New envelopes were produced. (OpenArch activities)	€	230.80
45153 June: the OpenArch PR Slideshow got updated (OpenArch activities)	€	995.23

453 Postage (incl OpenArch flat fee)

45300 We are not selling that many EuroREA anymore, just two orders in 2013. This is exactly as planned.	€	19.10
45310 July - December: Sending 2013 EXARC Journal Digest to Members	€	783.80
45320 July - December: Sending 2013 EXARC Journal Digest to Authors, Editors and Board members	€	217.05
45330 July - December: Sending 2013 EXARC Journal Digest to other magazines or as PR material	€	71.70
45340 January - December: Our 65 new members each received a welcome package.	€	338.97
45350 Postage PR other	€	389.11
January: we sent PR material to the UK experimental archaeology conference in Cardiff. EXARC is an important supporter of this annual conference.	€	37.80
April: we approached 24 open-air museums in Russia; they got a letter and a folder. We did this in Russian with help of one of our members. Several of those are now represented at our online list of venues.	€	40.50
May: we approached 80 open-air museums in South Africa. They got a letter and an EXARC folder. This was not very successful.	€	153.80
June: we sent PR Material to Moscow where Board Member Bill Schindler represented EXARC. The material arrived two months after Bill had already left.	€	59.60
November: PR material incl Digest sent to UK for the 8th EA conference taking place early 2014.	€	34.00
January - December: Several letters were sent with PR material, total costs	€	63.41
45360 January - December: Several mailings were done, among others to the treasurer, chair, chamber of commerce and several members see below, total	€	66.07

EXARC sent a letter to the Marshall of the Swietokrzyskie Province (PL) showing our support for our member there. Similar letters were sent on behalf of AZH Hitzacker (DE), Roter Hahn (DE for their new project and Butser to get funding for experiments. This type of support is given several times a year, more often than previously – both because of the crisis and EXARCs growing reputation.

454 Office

January: all 2012 papers were sent to the treasurer. By the end of March a first draft of the year statement was presented by both the accountant and the treasurer. The secretariat commented on this draft in great detail, unfortunately things did not get corrected. The situation that the parties involved in the financial team did not communicate persisted until the AGM when the treasurer got replaced (we also got a new accountant from 2013).	€	-
February: we got word, the EU Operating Grant application was not successful. The comments read like a good outsider view on where we need to improve.	€	-
July: Earlier this year, six archaeological open-air museums from five countries, all EXARC members, joined in a plan about adult education themed with early Christian wooden churches. It was planned to be a 24 month adult education project. Unfortunately the application got rejected. Partners want to try again 2014.	€	-

July: the first half of the 2013 spendings have been added to ONCAT system (OpenArch activities)	€	-
The Director collected visitor number totals of the EXARC members about 2012: it was the worst year ever recorded.	€	-
July - August: the Director had good contacts with ALHFAM (US), mostly on rare breeds and living history, possibly leading to Transatlantic cooperation.	€	-
December: following a request from Dutch Tax office, we added extra information to our website about our finances, payments, year reports etc. That is needed to keep our ANBI / charity status.	€	-
45400 August: packing material for Digest	€	5.60
45410 Office Costs administration	€	177.00
May: labels for South Africa mailing	€	7.55
August: labels for Digest	€	9.05
January - December: Phonecalls, TXT messages to different members.	€	160.40
45420 April: EXARC had its AGM in Archeon. A new Board was elected, the vision for coming years was accepted and the new fees structure is in place. Presents were given to members leaving the EXARC Board.	€	125.00
455 Accountant	€	1,610.39
45500 January - December: From 2012 we have a new accountant; the contract was signed end of January with ABAB. We are using online bookkeeping software ("AccountView"). The bookkeeper was trained in using it by the ABAB account manager (extra costs this year only). We pay for the software and help from the accountant every 3 months. In 2014 we will pay € 1000.25 for the year statemnt of 2013 (booked in 2013).	€	1,610.39
22000 July: The invoice of the 2012 accountant, Mr. Koot, got paid. EXARC paid in two parts, as it was more then agreed for by the Board. It has been calculated by Mr Koot in the 2012 year statement.	€	3,115.75
456 Travels / external contacts		
45600 Staff travel	€	679.54
January: in Cardiff the 7th UK experimental archaeology conference took place. EXARC supported the website and the general PR around the conference, leading to a very high number of participants and speakers. Of all authors, 24 of the 40 papers and posters will be published through EXARC. EXARC sent some of its PR material. Including EXARC Board Meeting.	€	161.18
January: the director met with the EXARC Journal Chief Editor in Swansea, UK	€	16.98
January: the director went to Sweden for a meeting to set up a new EU Grundtvig project about churches. Six AOAM applied for a Grundtvig Learning Partnership about early churches. Four partners became EXARC members following on this. By early July we heard our application was rejected. The partners want to try again in 2014. * costs paid directly by the organiser	€	-
March: the director paid a visit to Ireland, speaking at UCD as well as taking the chance of meeting several EXARC members in this country and trying to convince non-members. * costs paid directly by the organiser	€	-
March: the director visited Hungary for a site inspection regarding the September EXARC conference. He was also meeting with several Hungarian (prospective) members.	€	137.98
February: Other travel costs (picking up the PR banners)	€	7.00
May: there was a second OpenArch Exeter Dialogue where our director attended. There were hardly any other OpenArch partners, but a few from EXARC. This led to interesting follow-up research on the internal atmosphere of reconstructed houses (Health & Safety) * costs paid directly by the organiser (OpenArch activities)	€	-
September: The Director joined a meeting in Bratislava about international cooperation around the Roman Limes. Most of the costs were paid by the organiser directly. This could lead to an EU application revolving around our 'Roman' members.	€	28.80
December: for the 8th UK EA conference we made costs for traveling. The conference will take place early 2014. EXARC is helping with organizing.	€	327.60

45610 Staff subsistence		€	589.93
January: Cardiff conference - 7th UK experimental archaeology conference	€	331.72	
January: the director met with the EXARC Journal Chief Editor in Swansea, UK	€	39.93	
March: the director visited Hungary for a site inspection regarding the September EXARC conference	€	218.28	
45620 External / Board travel		€	728.92
January: The EXARC Board met in Cardiff, one Board member claimed costs	€	250.00	
June: EXARC was represented in Moscow at the Times & Epochs convention by Board member Bill Schindler. EXARC sent some of its PR material.	€	150.00	
June: working meeting with the new chair and the new treasurer took place in Eindhoven	€	119.70	
November: the EXARC Board meeting took place in Oerlinghausen (DE), several board members travelled and submitted their claims. The maximum claim per single Board member is € 250.	€	209.22	
45625 External / Board subsistence		€	590.54
June: working meeting: subsistence	€	102.50	
November: the EXARC Board meeting took place in Oerlinghausen (DE), costs of the hotel, lunches and dinner on Saturday.	€	488.04	
45630 OpenArch Steering Committee (own)		€	443.59
April: Barrie Andrian represented EXARC in the OpenArch meeting at Archeon (OpenArch activities)	€	184.75	
August: The largest Museum Convention worldwide, ICOM took place in Rio. EXARC Treasurer Luc Eekhout was in Brazil as one of the 2,000 delegates. Eekhout presented archaeological open-air museums in this international arena in combination with interpretation and the conference theme: Museums (Memory + Creativity) = Social Change.	€	-	
September: Luc Eekhout (Treasurer) and the Director represented EXARC at the OpenArch Meeting. Magdalena Zielinska presented the PR book (OpenArch activities)	€	258.84	
45640 OpenArch meetings and workshops (own)		€	141.68
April: Conference of OpenArch (NL), the secretariat was present on one day for F2F meeting	€	67.80	
September: Costs of Subsistence during the travel to and from the OpenArch Conference (DE) (OpenArch activities)	€	73.88	
45645 May: EXARC was represented with PR material in the ICOM Boot in Baltimore, at the convention of US Museums, AAM (OpenArch activities). Special flyers were made and printed in the US for this. (OpenArch activities)		€	462.60
49800 Other costs / corrections: Over the past years our stock of EuroREA decreased. When the value in 2012 was still estimated at € 180, over 2013 this diminished to zero. (The € 3 difference in the year statemnt is correction due to wrapping up the amounts.)		€	180.00
465 Bank costs			
46500 Rabobank costs		€	171.69
46510 Paypal costs		€	108.19
Total Debet (expenses)		€	33,962.75
	EXARC costs only	€	14,798.68
	OpenArch Flat fee (Postage) - EXARC 50%	€	362.35
	OpenArch grant - EXARC 50%	€	5,127.57
	OpenArch Common Costs - OA 100%	€	13,674.15

Credit

830 Donations

83000	EXARC got a donation to make the EXARC conference easier to attend for EXARC Members who do not have the means.	€	338.85
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851 Contributions

		€	12,701.00
85100	Invoices for the members' fees were sent in January 2013. We cancelled two members who did not pay in 2012 and 2013, also 4 members cancelled their membership during 2013.	€	12,111.00
	We got in 2012 € 590 from the members for 2013 (invoiced last months of 2012 - Contribution received in advance for 2013).	€	590.00
85150	When paid through PayPal, transactions costs are added	€	169.50

852 Adverts in Digest Journal

	We sold only 4 adverts for Digest 2013	€	1,000.00
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854 Selling Journal

85400	We are not selling that many EuroREA anymore, just two orders in the first 10 months of 2013. This is exactly as planned.	€	59.00
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861 OpenArch EU funds

		€	3,250.00
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862 OpenArch Common Costs

		€	4,250.00
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879 Conferences

		€	3,674.32
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87900	Mid-April, EXARC hosted the history of experimental archaeology conference in Lejre, attracting about 25 participants including keynote speaker Hans-Ole Hansen. Proceedings (EXARC with Lejre) are planned. Income from participants. We have cancelled two invoices of a total of € 185, Lejre will cover those costs.	€	2,785.00
	Costs declared in Travo for the conference beginning June.	€	212.32
	In the first week of September EXARC, together with Csiki Pihenökert, hosted a conference in Hungary. Over the previous three months we spent a lot of time trying to convince members and non-members to attend: 10 foreigners and 20 Hungarians attended. EXARC was represented by the Director and the Vice Chair: Björn M. Buttler Jakobsen.	€	677.00

898 Interest banks

89810	The interest on our savings account.	€	284.83
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Total Credit (income)

		€	25,727.50
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87950	Others / Corrections: Due to some mistakes in the bookings in 2012: open post and other liables.	€	255.00
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Corrections made to OpenArch reserves

		€	4,764.40
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Over the first two years of OpenArch (2011 and 2012) several booking mistakes were made leading to a wrong amount reserved for OpenArch by the end of 2012. We actually spent more on OpenArch than mentioned. The corrections of the reserves are booked in 2013.

		€	30,746.90
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19475	Contribution received in advance (for 2014 and 2015) of which still open	€	1,350.00
		€	280.00