American Association of Biological Anthropologists
2024-2025 Secretary's Report
March 12, 2025

The responsibilities of the AABA Secretary include maintaining association records, taking and distributing minutes of Executive Committee meetings, and compiling annual reports into the Annual Proceedings issue published in AJBA. The AABA Secretary currently chairs the Web & Communications Committee which oversees maintenance of and content on bioanth.org and distribution of relevant association information through AABA social media channels.

Maintenance of association records
This year, we initiated a move toward an integrated system for document archival and email hosting through Google Workspace. The goal of this action was two-fold: 1) to better preserve association records and 2) provide a streamlined way to provide access to association email accounts and records for current Executive Committee and AABA Committee chairs.

Web & Communications Committee
<u>Web redesign and systems transition</u>
In 2023-2024, AABA redesigned bioanth.org, an initiative led by a committee chaired by Steve Leigh (and including members from the Executive Committee and Burk & Associates) and produced by Knockmedia. In 2024-2025, the Web & Communications Committee (Anne Grauer, Ed Hagen, Leslea Hlusko, Amy Rector, Stephanie Meredith, and BAI Staff Brett Burk, Heide Rohland, Lori Strong, and Elizabeth Terry-Humen) launched the new bioanth.org design and changed web hosts. At the same time, the Committee oversaw a transition in the systems that house the meeting registration, abstract submission, symposium submission, annual meeting program generation, and membership database. Two separate platforms for these systems were used in the past, one developed by Phil Walker and later overseen by Ed Hagen (this is the system that facilitated abstract and symposium submission and review, and annual meeting program generation). The other platform was designed and managed by staff at Burk & Associates (this platform managed meeting registration and the membership database). AABA aimed to modernize and better integrate all of these systems into a single platform, and chose to use X-CD (a company that produces and supports meeting management software) for these purposes.

The newly designed bioanth.org was rolled out in July 2024 and the new X-CD system for meetings management was launched simultaneously. The symposium and abstract submission process in July and September, respectively, used the new X-CD software and proceeded relatively smoothly. Transfer of the member database and creation of the new member management system was overseen by the Membership Chair, Stephanie Meredith.

<u>Social media</u>

AABA continued to post announcements to the public and to our membership via the established social media accounts (X, Bluesky, and Facebook).

Submitted by:
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