

**EARLY CAREERS GROUP COMMITTEE MEETING**

**Minutes**

31 January 2022 8pm

Meeting held < VIA ZOOM>.

**Present: MS, MK, TL, CC, MD'A, PP**

<b>Agenda Point</b>		<b>Action (Initials)</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Jo Kirton, Laura May Jones - need to check if Rebecca Enlander is due to stand down from the committee</p>	<b>TL</b>
<b>2.</b>	<p><b>Minutes of the Previous Meeting</b></p> <p>Minutes are approved</p>	<b>N/a</b>
<b>3.</b>	<p><b>Matters Arising</b></p> <p>No other matters arising</p>	<b>N/a</b>
<b>4.</b>	<p><b>Conference session</b></p> <p>Brief overview discussion over the applicants for the 2022 session conference.</p> <p>MS asks how do we get our committee session content on the website? MK says when we have the final set up the final details will be organised via Ellie. MS also asks whether do we pay for the conference as committee members? MK says there is a pricing difference and that last year it was arranged to come out of budget. CC mentions about the bursaries and their use this year. PP also asks if session organiser gets day free like it was previously – we will double check details on behalf of our panel. Our session is 25<sup>th</sup> April, which some committee members are hoping to attend in person whilst the majority are virtually.</p>	<b>MS to double check with MK regarding conference details and fees.</b>
<b>5.</b>	<p><b>AGM - event and nominations</b></p> <p>Discussion and brainstorm over how to encourage members attending as well as submitting nominations. CC suggests a possible talk or workshop. PP mentions whether we should look at business plan and check if there's anything we can do at the session.</p> <p>AGM session content – could create a document of our work so far and highlight individual case studies and work done so far. The zoom details</p>	<p><b>AGM agenda to be arranged in due course between MS and TL over email or Whatsapp</b></p> <p><b>Show case of group activities</b></p>

	<p>could be passed onto archaeology societies in different unis, as well as promoted by CifA.</p> <p>PP refers to the survey which emphasises how vital networking is. AGM may be a good opportunity to ask more focused questions about what CPD and skills they want to develop. <b>Jamboards</b>.</p> <p>MS, TL, MD'A, LMJ looking to be renominated.</p> <p><u>Vacancies</u> – Rebecca and Mikki – no current expressions of interest for OCRs.</p> <p>Nominations – promote on social media channels, deadline is the 10 February. The AGM is on Facebook as an event.</p> <p>MK asks about business plan, suggests showing it at the AGM and explaining it briefly. CC suggests looking at it in relation to the survey results. AGM schedule will be organised either by email or Whatsapp.</p>	<p><b>to be organised by MS/ TL?</b></p> <p><b>MS, TL, MD'A, LMJ to write and send nomination forms.</b></p>
<b>6.</b>	<p><b>EC group budget</b></p> <p>Overview of the budget carried out by JK and MS for the committee. Notes that nothing was spent, hopefully with changes regarding COVID in person meetings may be a possibility as well as in person events held by the EC committee. Decision to use funds to get the chair Megan S a hat. As part of holding in person events the committee could use budget towards promotional things (like banner, pens, stand decorations - PP suggests committee pint glasses and free water bottles). Cake is counted as part of the hire costs. This meeting could occur at York or London based events, or possibly the UAUK events.</p>	<p><b>JK to submit budget as agreed by committee with no additional changes.</b></p>
<b>7.</b>	<p><b>Social media content</b></p> <p>'Meet the professionals' content promoted on Instagram and Facebook – LMJ will contribute one in due time. Video contributions encouraged. PP has written a contribution but needs to edit it.</p> <p><u>Social media figures at present</u> – instagram 313 followers, twitter 383 followers, Facebook group 518 members.</p> <p>Things to promote – the AGM, the Meet the Professionals, the committee's plans for TikTok starting with a dance hybrid of macarena and Whigfield.</p>	<p><b>PP and LMJ to contribute a 'meet the professionals' in due course.</b></p>
<b>8.</b>	<p><b>AOB - Professional Pathways bulletin profiles</b></p>	

	<p>Reminder from Anna W about that contribution of profiles for the Professional Pathways bulletins.</p> <p>MD'A – was talking to the EAA and whether we could share survey results between the groups.</p> <p>CC – ask about Jennie Robinson and her attending our next February meeting. By end of the week have February date decided for next meeting using doodle poll</p>	<p><b>Survey report</b></p> <p><b>TL to create poll and organise meeting ASAP.</b></p>
<p><b>9.</b></p>	<p><b>Future Meetings</b></p> <p>AGM in 23 Feb, perhaps meeting before that to discuss the business plan, end of Feb or start of march</p> <p>CifA – archaeological skills round table event 1<sup>st</sup> March – potentially worth having meeting after that so PP can report back results.</p>	