

IfA Graphic Archaeology Group AGM

Thursday 18 April 2013, 9am

Lakeside Centre, Aston University, Birmingham

Committee members present: Steve Allen (SA), Lesley Collett (LC), Laura Templeton (LT), Elizabeth Gardner; also Lianne Birney from IfA
Also present Drew Smith (DS)

1. Apologies **Action**
Rob Read, Tom Small, Jennie Anderson.

2. Minutes and Matters Arising
Minutes of the previous meeting have been available via the Group's page on the IfA website.
LT mentioned that the CPD event on lithic illustration did take place.
There were no matters arising. EG proposed the minutes be accepted as an accurate record. DS seconded.

3. Officers Reports
See attached Annual Report

4. Website **TS**
Revision of the former AAI&S website to reflect the Graphic Archaeology Group is in progress: the Gallery will be essentially the same format as before but restricted to IfA /GAG members. Drew Smith asked whether bigger images and artists' details would be available; will have to check with IfA whether anything that might be considered advertising would be permissible.

LT queried whether the gallery would be limited to corporate members only?
Guidelines for submission of images will have to be provided for GAG members and ratified by next committee meeting.

5. Election of Committee Members
There are several vacancies on the Committee, but no applications have been received. Leanne Whitelaw is currently on maternity leave and Colin Berks has resigned from the Committee.

Members cannot be co-opted at the AGM, but can be invited to be co-opted at the next committee meeting. Drew Smith (DS) put himself forward to be co-opted. There was also an offer from Jonathan Miller from Ireland, who wishes to help although unable to attend meetings in person. Both will be co-opted at next committee meeting, if still agreeable.

6. Business Plan 2013-14
(1.1) Portfolio assessment procedure:
The portfolio session to follow this AGM is to be the first step towards implementing portfolio assessment of graphics-based archaeological personnel to assist the Validation committee. It is proposed that one committee member takes on the role of assessment officer. Frequency of assessments will depend on number of applications. DS and EG proposed sharing the responsibility. An assessment panel would consist of them plus one other MIfA, or possibly a member of Validation committee or IfA staff.

(1.2) On-line training:
RR to evaluate the value and applicability of available training; a project proposal has been submitted.

(1.4) Standards and Guidance for archaeological illustration:

There have been various house style guides and handbooks produced over the years, but no overall standard.

Paul Backhouse would like to consult us about this, with a view to producing EH and IfA joint guidelines.

(1.5) CPD events:

LT is happy to organise another event, possibly on prehistoric pottery, if a suitable specialist can be identified. For future, consult the GAG membership via the newsletter to identify those subjects most needed?

(1.6) Conference 2014:

Deadline for proposals for sessions at next conference is 1st July 2013 – we need to sort out a proposal.

SJA

(1.9) IfA Council:

Ideally a GAG member should stand for IfA council to ensure continuity of representation; a candidate needs to be identified.

LT proposed that the GAG Business Plan be adopted: seconded EG.

7. AOB

Date of next committee meeting: May/June as available, to be confirmed.

The meeting concluded at 10.00 am.

GAG Annual Report 2012–13:

This year has concentrated on incorporating the former AAI&S Portfolio Assessments procedures into the IfA Validation system and making this available to archaeologists with a primarily Graphics background. For conference 2013, the AGM, a discussion session and workshop session were organised on behalf of the group and a further session co-organised with the Buildings Archaeology Group. In addition, articles have been written for the GAG newsletter and *The Archaeologist*.

Membership of the Group currently stands at 600 (597 IfA members and 3 non-members). Three meetings of the Group committee have been held in York. The minutes are available on the Group's page of the IfA website at <http://www.archaeologists.net/groups/graphics>. Financial outlay on travel expenses to the two group committee meetings up till March has amounted to £538.45 and we are holding a further meeting before the end of the financial year with estimated travel costs of up to £200. Efforts have been made by all members of the group committee to keep this outlay as low as possible by using public transport and booking advance tickets where possible.

The former AAI&S Technical Papers on Lithic Illustration and the Illustration of Wooden Artefacts have recently gone out-of-print. A digital edition of the Lithics paper has been produced *pro tem* and a project proposal for a new revised edition will be presented to the Member Services Committee.

The AAI&S website is currently being reviewed, revamped and rebranded for the GAG, ready for relaunch in the next couple of months. For the time being this will be a stand-alone website.

Two newsletters have been produced over the course of the year and distributed to members in August 2012 and March 2013. We would like to increase regularity of the newsletter in the coming year, but urge Group members to be more forthcoming with material.

The Group's exhibition has been on show at Swindon and at the IfA Annual Conference in Birmingham. More contributions are always sought in order to allow the exhibition to demonstrate the wide range of work undertaken by its members and to allow more flexibility in theming the exhibition for specific events.

The IfA supported a Lithics workshop for illustrators at The Hive, Worcester in September 2012, in which Hugo Anderson Whymark demonstrated the technology of creating stone tools and the features which illustrators need to recognise.

An introduction to how to start a career in archaeological illustration is being produced. As the MA in Archaeological Illustration at Swindon is the only post-graduate qualification in this field currently available, the first step has been to gather information from universities and colleges offering undergraduate archaeology to find out what training is available within a degree setting. A project proposal has been written to identify and evaluate on line training resources for graphics workers in the next year.

In addition, the committee would wish to thank Margaret Mathews for reviewing our current membership list and all those who have offered support and encouragement over the last year; it has been much appreciated.