

IfA Graphic Archaeology Group AGM

Wednesday 9 April 2014, 5.30 pm

IfA Annual Conference, Glasgow Marriot Hotel

Committee members present: Steve Allen (SA), Lesley Collett (LC), Laura Templeton (LT), Drew Smith (DS), Leanne Whitelaw (LW), also Lianne Birley, IfA

Also present: Carolyn Hunt, Andy Holland, Amanda Gallagher

1.	Apologies	Action
	Rob Read, Tom Small, Jennie Anderson and Sarah Lucas have sent apologies.	
2.	Minutes and Matters Arising	
	<p>Minutes of the previous meeting have been available via the Group's page on the IfA website.</p> <p>There were no matters arising. LT proposed the minutes be accepted as an accurate record. DS seconded.</p>	
3.	Election of Committee Members	
	<p>Current Officers (Chair, Secretary and Treasurer) have all served two years, and have another year to serve before elections necessary to replace them.</p> <p>A nomination to Committee has been received from Drew Smith; election proposed by SJA, seconded LC and LT. Drew's role will be to organise assessment panels (jointly with Liz Gardner) and any other tasks where appropriate.</p> <p>Rob Read, who was co-opted, is not standing for election. The on-line training assessment project, which Rob initiated and has been approved by IfA, will now have to be re-considered unless another committee member is willing to take it on. Leanne Whitelaw expressed an interest.</p> <p>Exhibition Officer Sarah Lucas's IfA Membership has lapsed and she cannot continue as committee member until this is resolved. (LC to check with SL and IfA office). DS expressed interest in responsibility for the exhibition. Current exhibition is bulky and difficult to transport & display; discussion of the possibilities for improving exhibition deferred to next committee meeting.</p>	

4.	Officers' Reports	
	<p><u>Chair, Steve Allen</u></p> <p>The year has been very busy and calls on my time have meant that several planned projects have not got underway as intended. For the third year in succession I have proposed and organised sessions and AGM for the group at the IfA Conference. Additionally I have written most of the content of the newsletters and intervened on behalf of other committee members to support projects undertaken on behalf of the group. These tasks have taken up a significant portion of the time devoted to the GAG and as a result, no progress has been made on Standards and Guidance or my personal objective of revising the former AAI&S technical paper on wood illustration.</p> <p>Routine work such as answering queries about Graphics Archaeology forwarded from IfA Central mailing has continued. I have attended 5 of the last 6 Validation committee meetings, all of the IfA Council meetings and was recently co-opted as Hon. Vice Chair (Membership and Personnel). Attendance at the one Groups Forum meeting held this year was delegated to Laura Templeton this year and this is much appreciated. The 1 year business plan agreed last year has now been expanded into a three year plan setting out the major objectives of the Group up to 2017- but this should not be seen as setting a limit to the group's activities or interests. Any other opportunity to publicise the group and take advantage of events and involvement with the rest of the archaeological community will be exploited to the full.</p> <p>Finally, Rob Read has decided to step down from GAG committee owing to increased work commitments. Rob was a long standing member of AAI&S and first chairman of the ISSIG. As such he has made a major contribution to the development of the profession. The merger between AAI&S and IfA was largely due to Rob's hard work and as the first chair of the GAG he steered the group over the transition period. On behalf of the GAG committee and membership I would like to record our thanks and appreciation -and convey our best wishes for the future!</p> <p><u>Hon Secretary- Lesley Collett</u></p> <p>Minutes of the 2013 AGM at Birmingham have been completed and been available on the IfA website since June. GAG committee has met on two occasions since the last AGM- in August and March- both meetings have been minuted and uploaded to the webpage. I have continued to support other committee members, especially with meetings, the newsletter and exhibition and liaise with IfA office as required.</p>	

Hon Treasurer- Laura Templeton

Income from non-IfA group members is £67.79 representing 7 members minus Paypal fees.

Budgeted expenditure was £800 and the actual expenditure was £641.96 for travel expenditure and website costs.

Tom has suggested a more economical web site host for next year and we look forward to seeing this. Efforts have been made by all members of the group committee to keep travel outlay as low as possible by using public transport and booking advance tickets where possible.

Website- Tom Small

The AAI&S website has been rebranded and renamed to reflect our now being the Graphics Archaeology Group. A communications error led to the site being shut down for two weeks in March and though restored, the gallery is still giving problems, largely being a legacy of the construction of the site back in 2003. A proposal has been put in place for a rebuilding of the site by an external designer to make it more manageable by GAG using a different system.

Newsletter- Jennie Anderson

Two newsletters have been sent out in the year (Summer 2013, Spring 2014) and a revised schedule alternating newsletters with simpler news bulletins has been agreed to improve communications with the membership.

Exhibition- Sarah Lucas

The exhibition is on show at the IfA Annual Conference in Glasgow. More contributions and indeed opportunities to mount a show are always sought 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.

Training and development

A project proposal to identify and evaluate on line training resources for graphics workers has been accepted and is ongoing.

SJA is keen to delegate as much as possible as he has only one more year to serve as Chair and has numerous other responsibilities within IfA. A call-up for replacement officers is needed very soon.

5.	Business Plan 2014-17	
	<p>Summary of progress on proposed GAG projects in the Business Plan:</p> <p>Portfolio assessment process: there are currently 2 candidates in waiting for assessment prior to validation.</p> <p>The on-line training assessment project has been approved and will have to be re-started with a new team.</p> <p>Former AAI&S website; TS has revised and proposed rebuilding, particularly the Gallery section, but web hosting fees have not been paid so site is offline at present. Awaiting agreement from IfA on funding for website improvements.</p> <p>Training: LW and LT are both looking at preparing dayschools or short conferences.</p> <p>Professional Practice Papers: revision of the Wooden Artefacts will commence soon.</p> <p>Working with other Groups: All committee members urged to take every opportunity to work with other Groups within IfA.</p>	
6.	IfA Charter	
	<p>SJA summarised the effects of Charter: the current IfA Council will be dissolved and replaced with an Advisory Panel; any members of the SIGs can be included on this panel.</p> <p>Executive Committee will be replaced by a Board of Directors, again elected from the Advisory panel.</p> <p>The existing Council and Exec. will stay in place until the next round of elections and AGM. A member of GAG will be on the Advisory Panel.</p>	
7.	AOB	
	<p>Date of next committee meeting: May/June as available, to be confirmed. Venue most likely to be York, unless Malmesbury is an option.</p>	

The meeting concluded at 6.00pm