

MEETING of the COMMITTEE OF THE  
IfA GRAPHIC ARCHAEOLOGY GROUP

12.30pm, Saturday 8 March 2014  
York Archaeological Trust, York

MINUTES

**Present:** Steve Allen (Chair); Lesley Collett (Secretary), Leeanne Whitelaw, Drew Smith, Jennie Anderson (via Skype); Lianne Birney (IfA)

		<b>ACTION</b>
1	<p><b>Apologies</b></p> <p>Apologies have been received from Tom Small, Laura Templeton, Rob Read, Sarah Lucas and Elizabeth Gardner.</p>	
2	<p><b>Minutes of previous meeting and the AGM and matters arising</b></p> <p>The Minutes were agreed to be a true record of the proceedings. Drew Smith enquired whether any conclusion had been reached in the matter of a freelance illustrator's complaint against a former client. Nothing has been heard; and since as neither party is either an IfA member or RO, there is a limit to our involvement, but the professional discourtesy of the client in altering the illustrator's work without permission was noted.</p>	
3	<p><b>Election / Co-option of Committee members</b></p> <p>Current committee consists of SJA (Chair), LC (Sec.), LT (Treasurer) and elected members TS, EG, JA, while DS and RR were co-opted at previous committee meeting. RR has stated his intention to stand down. SJA took the opportunity to propose a vote of thanks to RR for his work in bringing about the formation of the Group and his long-term commitment to the archaeological graphics profession both as a practitioner and teacher.</p> <p>Sarah Lucas and DS are co-opted and must either stand down or be elected at the next AGM.</p> <p>[At the meeting it was erroneously thought that LT and LC would be completing their 3-year terms at the upcoming AGM; in fact SJA, LT and LC, TS, EG JA and LW were all elected in 2012 and continue in post for the next year.]</p> <p>SJA pointed out that he will have to stand down as Chair next year (as will the Treasurer and Secretary) so replacement candidates for these posts will have to be found. Jo Bacon has expressed an interest in becoming more active within the Group. SJA will be delegating more work to other members of committee over the next year.</p> <p>Election forms to go out to co-optees for their election statements: Notice of AGM Mention in Newsletter</p>	<p>LC JA</p>
4	<p><b>Admin and Group Management</b></p> <p>LT, EG and LW have all offered proposals or facilities for training courses; SA suggests that these three should form a Training Events Working Party and collaborate on coordinating the Group's training offer.</p> <p>Newsletter online – an issue is missing from the IfA website sequence (Summer or Autumn 2012?) <b>LC to check and supply</b></p>	

	<p>LT has been attending Group's Forum – SA relayed her notes:</p> <ul style="list-style-type: none"> <li>i) A Linked In group is planned to host discussions on Group matters.</li> <li>ii) Group Business Plans are now to cover a 3-year period</li> <li>iii) Competency matrices – GAG's is done and is being used as a model for other Groups</li> <li>iv) CPD logs of randomly-selected members are inspected every year – Groups are to make sure their members are aware of their responsibility to keep CPD logs.</li> <li>v) membership recruitment – IfA wants Groups to actively recruit at events or workshops.</li> </ul> <p><b>GAG Business Plan</b>  A review of 2013-14 business plan adopted at AGM in April 2013 was discussed. The aims put forward in the business plan to continue forward into 2014-17.  Newsletters and news updates to alternate, two of each per year.  Website: gallery requires consideration.  A new leaflet and banner revisions proposed for 2015 conference (DS offered to look at this.)</p>	
5	<p><b>2014 Conference</b>  <b>Marriot Glasgow, 9 – 11 April 2014</b></p> <p>GAG session scheduled for Weds. 9 April, 2-5pm, five speakers are booked.  Sponsor: Forestry Commission Scotland.  AGM to follow after 5pm if room available.</p> <p><i>Meet The Illustrator</i> sessions to be interspersed into timetable breaks. (TS and LT have agreed to help organise this.)  Exhibition programme to be inserted into conference packs.(SL to prepare these)</p>	TS, LT, SL, LC, SJA
6	<p><b>On-line Training and Training Events</b></p> <p>Funding for the on-line training review project has been approved, but as yet do not know whether RR has made a start, and as he is standing down, the Group will have to review the future of this project.</p> <p>LW is proposing a lithics event in Scotland, possibly similar to the one LT held in Worcester; has no date in view but will have to put in a project proposal form soon.</p> <p>LT had proposed a study weekend on Romanesque architecture/sculpture, this proposal had been unsuccessful but could be re-submitted with clarification.</p>	LW LT
7	<p><b>Standards &amp; Guidance for Archaeological Illustration</b></p> <p>Standards &amp; Guidance has not been able to progress due to pressure of work. Possible a sub-committee could be set up to prepare a draft during 2014-15.</p>	SJA
8	<p><b>GAG Exhibition</b></p> <p>Request for new artwork via Facebook page and Newsletter, which could also be useful for new banner and leaflet.  Alternative venues for the exhibition to be considered, anything suitable to be notified to GAG committee.</p>	
9	<p><b>Assessment and Validation for GAG membership</b></p> <p>One potential candidate for assessment in Edinburgh, possibly two. 3-4 people required to make a viable session. DS and EG to confer on logistics of venue, timetabling etc.</p>	DS, EG

10	<p><b>Website update</b></p> <p>Former AAI&amp;S website has been re-branded as <a href="http://www.gag-ifa.org">www.gag-ifa.org</a>, but is currently unavailable as hosting fees not yet paid by IfA. Complete rework of the Gallery section is required, a proposal for the re-design has been submitted.</p>	TS
11	<p><b>Association of Illustrators</b></p> <p>No further news on this matter. SJA to check with RR or IFA office.</p>	SJA
12	<p><b>Newsletter (timetable)</b></p> <p>Timetable of 2 x Newsletters per year and 2 x updates, possibly simple emails. The Spring issue is almost ready to go out and ideally needs to go out in advance of the Conference.</p>	JA
13	<p><b>AOB</b></p> <p>JA asked about the possibility of webcasting of conference sessions, either live streaming or recorded and You-tubed? Lianne thought this might be possible and would look into.</p> <p><b>Meeting closed at 3.00pm</b></p>	