

**MEETING of the COMMITTEE OF THE  
CifA GRAPHIC ARCHAEOLOGY GROUP**

**1.00pm (following technical issues with original room), Saturday 26 September 2015  
The Hive, Worcester**

**MINUTES**

**Present:** Laura Templeton, Chair(LT);, Steve Allen, Secretary (SJA), Sarah Lambert Gates Treasurer (SLG), Liz Gardner, AC Rep and Assessments (EG (by skype)), Lesley Collett Newsletter(LC), Drew Smith Assessments(DS)

		<b>ACTION</b>
<b>1</b>	<b>Apologies</b>	
	Apologies have been received from Tom Small (TS), Autumn Robson (AR), Lianne Birney (LB-CifA office).	
<b>2</b>	<b>Minutes of previous meeting and matters arising</b>	
	The Minutes were agreed to be a true record of the proceedings.	
<b>3</b>	<b>Composition of committee.</b>	
	No changes since last meeting. Need to recruit replacements for when existing members step down. Calls to membership via newsletter not successful. Need to target specific individuals who could be suitable. EG confirmed as AC rep for 2015-16 DS moving house in November and may not be able to continue in role except via e communications. Need AR to attend for co-option.	AR
<b>4</b>	<b>Admin and Group Management and Groups Forum</b>	
	Review of online training on hold for foreseeable future.	
<b>5</b>	<b>Review of business plan 2014-17.</b>	
	Standards and Guidance (discussion brought forward from Item 9.). Proposed to arrange a day workshop to draft ideas for this in 2016. Need to look at overall training provision- limited at present to HLF funded internships via CifA but very university oriented. Need to arrange CifA accredited courses on illustration and graphics. Info on meeting NOS standards. SJA to circulate work done to accredit wood recording course in 2015.	All, All SJA
<b>6</b>	<b>Website update</b>	
	Need to look at current web links. Review what tech papers are available as downloads, which are not out of date and which can be made into .pdf files. Need to engage more fully with social media. GAG Facebook people need to be converted into members. SLG to look at Twitter accounts	TS; ALL
<b>7</b>	<b>2016 Conference- Leicester</b>	
	<b>20 – 22 April 2016</b> <b>Theme: Archaeology in context</b> No one stepped up to organisation a session and the deadline has passed. The Exhibition has proved popular and for the next conference the intention will be to build on this by organising a proper exhibition catalogue for insertion into delegate's packs rather than just relying on	All

	<p>collecting flyers at the stand. Need newsletter of group mailshot to obtain content. 100 words pen portrait of contributors. With 3-4 images</p> <p>Take opportunities to offer GAG related papers to other sessions to reach wider audience when we know what sessions are running.</p>	All
<b>8</b>	<b>Future Events</b>	
	Standards and Guidance workshop as discussed under item 5. Aim for workshop in late spring/early summer of 2016. Involve other potential partners but note ClfA GAG must take the lead on this rather than Historic England or Academic sector. ID list of invitees	All
<b>9</b>	<b>Standards and Guidance for Archaeological Illustration</b>	
	<p>Discussed under item 5.</p> <p>Suggested a working party in Worcester could be arranged to hammer out the basics of S&amp;G for illustration. Timescale? To be arranged, but this year if possible.</p>	LT, ALL
<b>10</b>	<b>Newsletter and Publications</b>	
	<p>In addition to above mentioned, feature a "Photograph my workstation" feature.</p> <p>Contact Lucy Martin about photographing the Staffordshire Hoard?</p> <p>Reconstruction images by Mikko Kreik and Phil Kenning?</p> <p>Ring of Brodgar images by Hugo Lamden Whymark?</p> <p>Conversion of photographic images into 3D mesh?</p> <p>Alternative occupations followed by GAG members—what do we do outside the workplace?</p> <p>Wood paper revision: SJA has it in his personal development plan, will do when time allows.</p>	LC, All       SJA
<b>11</b>	<b>GAG Exhibition</b>	
	<p>Panels are now stored at ClfA Office in Reading- Thanks to DS for storing after Cardiff and delivering them to Reading and to LB for looking after them in Reading. See item 7 for discussion on plans for conference.</p>	DS
<b>12</b>	<b>Assessment and Validation for GAG membership</b>	
	Nothing to report.	
<b>13</b>	<b>AOB</b>	
	Nothing to add	
<b>14</b>	<b>Date of next meeting</b>	
	Date and venue of next meeting: 16 January 2016, Worcester.	