

**GRAPHIC ARCHAEOLOGY GROUP**

19 August 2017, 13.30pm  
Carrs Lane Church Centre, Birmingham

**Minutes**

**Present:** Lesley Collett (LC:Chair); Hannah Kennedy (HK: Secretary); Norma Oldfield (NO); Ellie Winter (EW)

1.	Apologies	Action
	Liz Gardner, Mark Hoyle, Mikko Kriek, Sarah Lambert Gates and Tom Small have sent apologies.	
2.	Minutes of the previous meeting	
	<p>The last Committee meeting was not quorate due to failure of Skype connection. Notes of that meeting have been circulated. Minutes of the AGM were also reviewed.</p> <p>Due to difficulty members find in attending meetings in person, a reliable method of conference-calling needs to be investigated. EW to look at other alternatives and set up a test as soon as possible. (See AOB)</p>	EW
3.	New members and Committee roles	
	<p>Members elected at the AGM in April: formal election of co-opted members Hannah Kennedy and Ellie Winter, plus three new elected members Mark Hoyle, Norma Oldfield and Mikko Kriek. Committee membership is now 9 including Liz Gardner.</p> <p>A further possible member expressed interest in joining the committee, Sam O'Leary, but we have not got contact details at present. (SLG may know him, or ask CifA office.)</p> <p>Liz Gardner has stepped down as Secretary but may continue the validation assessments. HK is willing to act as Secretary, but this leaves a gap for the Newsletter. Unless one of other new members is willing to take this on, it could be done jointly, or taken in turns; may have to drop to one large newsletter per year (autumn) and change to one or two news updates as required. LC happy to do layout &amp; subedit.</p> <p>SLG currently Treasurer and Social Media; Norma Oldfield willing to take on or share social media responsibility if Sarah is happy. We may add a LinkedIn group. Check who are current social media admins.</p> <p>HK is also Advisory Council member.</p> <p>TS retains website, EW would be willing to help if required. <b>(EW to contact TS).</b></p> <p><b>LC will contact</b> those members who have not attended meeting and enquire what they would be willing to work on.</p> <p>Query raised: can we have compulsory attendance or at least strongly urge that committee members attend or attempt to attend in some way? We will test remote conferencing and set up a more reliable system ASAP. EW will investigate Google Hangouts and other available systems.</p>	LC, EW

<p><b>4.</b></p>	<p><b>Chartered Membership</b></p> <p>Committee discussed the document circulated by CifA about proposed Chartered Membership. We need to know whether GAG needs to revise its assessment criteria, perhaps a workshop for SIGs on how chartership for specialists would be assessed? Would the Chartered grade be more expensive? We thought annual review would be too difficult to administer and 2-3-year review period would be more realistic, but GAG is generally supportive of this move. Pass comments to Kate Geary.</p>	
<p><b>5.</b></p>	<p><b>Standards &amp; Guidance</b></p> <p>HK intends to produce a written proposal to Historic England to commission someone to write standards &amp; guidance document, as a joint effort with GAG/CifA. [Full committee then needs to vote on this proposal] LC and HK also to arrange meeting with Kate Geary and HE at some point.</p>	<p><b>HK, LC</b></p>
<p><b>6.</b></p>	<p><b>Apprenticeships</b></p> <p>Following on from Standards: Apprenticeships need a set of standards to measure training against. HK: idea to replace the illustrator training that used to be available on courses such as Swindon with apprenticeships, such as one that has just been advertised at HE. Need to put together a group of trailblazer organisations; employers and Universities – GAG should be the first port of call for standards &amp; guidance for apprenticeships in arch. illustration</p>	
<p><b>7.</b></p>	<p><b>Business Plan</b></p> <p>Review of Business Plan for 2014 – 17; some goals have been achieved. We need to draft a new one for 2017 – 2020. LC to look at producing a draft by the time of the next meeting – <b>check with CifA whether this needs to be approved by a certain date.</b></p> <p>(Business Plan to include: forming links with other bodies such as the Society of Architectural Illustrators, AOI etc. expanding website, add twitter feed, sharing artwork via Gallery and elsewhere on social media).</p>	<p><b>LC</b></p>
<p><b>8.</b></p>	<p><b>Conference 2017 / 2018</b></p> <p>Thanks to HK and SLG for an excellent session at the 2017 conference. Unfortunately, we have missed the deadline for a session at the 2018 conference, which HK had an idea for, but we could possibly do a workshop or contribute to another session. Theme ‘Pulling together’ - could be on working in different techniques &amp; media, or incorporating the graphic element /graphics people into the overall archaeological scheme of things.</p> <p><b>LC to check whether we can still do something.</b></p> <p>GAG Exhibition – this year was open to all CifA grades, since limiting to MCifA did not bring in enough entries. Suggested we could produce postcards of various images with info about GAG on back. Investigate borrowing a digital projector or some other way of displaying digital images. Outreach to places with courses in graphics-related matters; encourage £10 non-CifA membership with exhibition space.</p>	<p><b>LC</b></p>

	If too late for this year, all members concentrate for Conference session for 2019.	
<b>9.</b>	<b>Newsletter</b>	
	<p>We aim to produce a Newsletter by September/October; possible articles suggested include:</p> <ul style="list-style-type: none"> <li>• EW to re-write her apprenticeship blog into article form</li> <li>• Summary of conference session – presentations are to be uploaded to GAG website, but a short summary could be extracted from this for the newsletter, linking back to the website presentations.</li> <li>• HW has info on Making GIS Publishable, A Brief Guide to Briefing, The Dark Side of Infographics. This could be a series.</li> <li>• New committee member’s introductions – this could be a very brief bio as previously or a report on a current project they’re working on, if they prefer.</li> <li>• From the Chair – (possibly including report on returning to University after a 35-year gap year.)</li> <li>• More Helpful Tips and Arty Tricks.</li> </ul>	<b>ALL</b>
<b>10.</b>	<b>AOB</b>	
	<p>Date and venue for next meeting – probably November, but will depend on accessibility; much depends on remote conferencing test, to be attempted on <b>31 August, 7pm.</b></p> <p>Meeting closed 16.10</p>	