

IfA Buildings Archaeology Group AGM

10 April 2014, 13:00pm

The Marriott Hotel, Glasgow

Present: Mike Nevell, Frank Green, Bob Hill, Cath Poucher, Brian Kerr

Apologies: Karen Averby, Edward James, Lianne Birney (IfA), Lara Band

Minutes taken by: Cath Poucher

1	Minutes from last AGM	Action
	Mark Collard took the minutes from the last meeting. No minutes were updated on the IfA website. Mike will look into this and try and find the minutes.	NOTE/ MN
2	Chairman's Welcome	
	<p>Bob's opening presentation will be given at another date – TBC.</p> <p>Thanks to Ed for all the hard work on the newsletter. More support is needed through the upcoming year. Ed needs to remind Mike to send notes/ideas for future issues.</p> <p>Ideas welcomed for the next IfA conference session from committee members.</p> <p>Frank and Mike to keep an eye on the IHBC blog and forward any interesting updates to Cath to circulate.</p> <p>It was suggested that the group have a CPD event after a committee meeting to make the best use of time.</p>	<p>NOTE</p> <p>EJ/MN</p> <p>ALL/NOTE</p> <p>MN/FG/CP</p> <p>NOTE.</p>
3	Secretary's Report	
	<p>The group has had 4 meetings this year and numerous issues were discussed:</p> <ul style="list-style-type: none"> • Creation of a LinkedIn account • More use of social media • Widen group profile and get involved in local communities and groups • Aim to commission more training events in 2014 	NOTE
4	Treasurers Report	
	<p>Income from non-IfA group members was £58.38 equating to 5 members.</p> <p>Budgeted expenditure was £800 and your actual expenditure was £423.</p> <p>£67.79 representing 7 members travel costs.</p> <p>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. Please would committee members continue to remember to bring completed travel expense claim forms to each committee meeting to be signed off by</p>	<p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>NOTE/ALL</p>

	<p>the Treasurer so that an accurate record of expenditure can be kept.</p> <p>Proposed BAG events in the coming year should increase the Group's income.</p>	NOTE
5	Elections to the Committee	
	All group members were successfully re-elected into the Committee.	NOTE
6	Date of Next Meeting	
	The group decided that in order to get a good turn out to the next AGM, it would be a good idea to put it on the end of a possible BAG conference session next year.	NOTE
7	Any other business	
	<p>The group discussed Standards and Guidance:</p> <ul style="list-style-type: none"> • Mike will circulate electronic standards and guidance • It was suggested that extra funding may be available for getting someone to do the standards and guidance • Bob suggested that it was worth liaising with other bodies while revising the Standards and Guidance. <p>The Group decided that the next meeting should be double length to discuss revising the Standards and Guidance.</p>	<p>MN</p> <p>NOTE</p> <p>NOTE</p>