



**Institute for Archaeologists
Scottish Group
Committee Meeting
26/03/10
Location: RCAHMS, Edinburgh, 3pm**

Attendees

Ellen McAdam (Chair)
Daniel Rhodes (Hon. Sec.)
Kirsty Dingwall (Treasurer)
Candy Hatherley
George Geddes
Dan Atkinson
Phil Richardson
Peter Hinton (Chief Executive)
Kenneth Aitcheson (Head of Projects and
Professional Development)

Action Points Generated

Point	Action	Responsible
25	Check if there is a constitutional point that limits the number of Area Groups a member may join.	PH
26	Generate a contact list of HE institutions and scope reactions to SGIfA careers talks.	CH
27	Apply for RO status for Museum	EM
28	Put together a draft of Sole Trader contacts for the SGIfA	PH
29	Contact SMA regarding partnership	EM
30	Contact ACFA regarding partnership	GG
31	Plan training courses in Archaeological Surveying and Maritime Recording	All
32	Draft a Training Action Plan for SGIfA 5 Year Plan	KD
33	Look at The Archaeologist Magazine's Scottish edition to pick out images for SGIfA promotional material	All
34	Invite Kathryn to next meeting to discuss SGIfA promotional material.	DR
35	Get list of local heritage societies from Archaeology Scotland	DR
36	Add standing agenda item for SGIfA Committee regarding SGIfA web page.	DR
37	Add SGIfA web page to address and information on joining SGIfA to newsletter	DR
38	Add AGM as item on next committee meeting agenda	DR
39	Talk to IfA design office about drafting SGIfA logo	PH
40	Write an article on CPD and NVQ for SGIfA Newsletter	KA
41	Add an article on Wessex and Headlands new offices to Newsletter	DR
42	Ask Robin Turner (NTS) how the group can go about signing up to the Charter.	DR
43	Ask Jonathan Wordsworth if he can represent SGIfA as well as Arch. Scot.	PR
44	Organise acquiring promotional material from central office	KD
45	Write to non-attending members	EM
46	Develop engineering contacts for an archaeology/engineering conference	DA and PH



1. Apologies

None

2. Minutes from Previous Meeting

All present agreed that the minutes circulated prior to the current meeting were a true and accurate representation of the meeting of the 27/01/10.

Action points still active from Previous Meetings:

Point	Action	Responsible	Status
1	Put together a list of Training Officers within Scottish archaeology companies.	CH	Ongoing
2	Contact individuals in the Highlands and Islands and Aberdeen College regarding organising training courses, as part of the development of the 5 Year Plan.	GG	Ongoing
6	Compile a list of relevant conferences to target for IfA promotion/recruitment.	PH to circulate current list	Ongoing
4	Write a piece regarding the current Museum Consultation.	EM	Ongoing
5	EMQ is to notify the Group how much of a contribution Archaeology Scotland would like. It was suggested that a reduced price for entry level SGIfA members (PIfA) would be desirable and this would be publicised in TA.	EMQ	Ongoing
12	Draft a letter to Historic Scotland regarding the importance of pre-consultation dialogue re. PAN42.	PH	Ongoing

3. Budget

KD notified the committee that the Groups Budget had been approved by Central Office. The Groups budget stands at £500 in total for 2010-11 with £150 of this going to Archaeology Scotland.

4. 5 Year plan

Membership- PH suggested that the SGIfA try and target non-Scotland based members.

KA asked if members were allowed to join all, or more than 1, Area Group?

PH to check if there is a constitutional point that limits the number of Area Groups a member may join.

Targeting HE institutions was discussed with CH having already targeted Edinburgh University. It was also suggested that Glasgow University and the Schools history curriculum should be included in the groups target areas.

CH to generate a contact list of HE institutions and scope reactions to SGIfA careers talks.

Strategic Partnerships

The issue of offering reduced membership to IfA members to partner organisations was discussed and it was decided that joining together the disparate heritage groups was essential in this way.

PH recognised that the reduced reciprocal membership is something that would have to be negotiated with the IfA Council.

EM to apply for RO status for Museum

Promoting Membership

It was decided that the SGIfA should target sole traders.



PH to put together a draft of Sole Trader contacts for the SGIfA

EM to contact SMA regarding partnership

GG to contact ACFA regarding partnership

Training

KA informed the Committee that Historic Scotland (HS) have noted that they are favourable to funding 2 courses in Scotland and IfA central office want the SGIfA to have the power to decide what the training will be and Central Office will organise the logistics. KA also noted that the IfA is currently working on offering validation for vocational archaeology courses.

All to plan training courses in Archaeological Surveying and Maritime Recording

KD to draft a Training Action Plan for SGIfA 5 Year Plan

All to look at The Archaeologist Magazine's Scottish edition to pick out images for SGIfA promotional material

DR to invite Kathryn to next meeting to discuss SGIfA promotional material.

Conferences

It was decided that the SGIfA should promote the hosting of an IfA Annual Conference in Scotland to Central Office within the next 5 years.

CH reported that she has spoken to Perth and Kinross Heritage Trust (PKHT) and that they are interested in partnering an event with SGIfA.

It was decided that the committee should also target local societies to share conferences.

DR to get list of local heritage societies from Archaeology Scotland (AS)

DR to add standing agenda item for SGIfA Committee regarding SGIfA web page

DR to add SGIfA web page to address and information on joining SGIfA to newsletter

DR to write a Scottish news item for The Archaeologist Magazine and identify news items from the Newsletter worth including

AGM

It was decided that it should be in Edinburgh and needs a cracking party.

DR to add AGM as item on next committee meeting agenda

PH to talk to IfA design office about drafting SGIfA logo

Fundraising

It was made clear by KA and PH that the SGIfA could raise its own project money but this would go through the mechanism of the main IfA project management.

Administration



EM asked if it was necessary for the SGIfA to negotiate a Service Level Agreement (SLA) with central office as part of the 5 Year Plan. PH suggested that the committee needs to formulate its 5 Year Plan and then we can begin to examine if Central Office has the skill sets necessary to support the Groups goals.

5. Training

PR notified the committee that AS was due to publish a paper on training needs and that they were aiming to run c.20 community group training sessions.

GG reported to the Group on the recent Desk Based Assessment (DBA) course run by SGIfA. He concluded that on the strength of the feedback that had been obtained it should be considered a success. He reported that questions had been asked about the charges for the course as RCAHMS had given time and venue for free.

The Group decided that in the future all courses should be fully costed including all organisational time in order that the any charges can be justified.

KD reported that the course was advertised as basic training and the course was in fact attended by individuals split into 50% looking for advanced training and 50% basic training.

KA stated that he and the central office are keen to help the Group develop the business models and delivery of training.

KA to write an article on CPD and NVQ for SGIfA Newsletter

DR to add an article on Wessex and Headlands new offices to Newsletter

6. Advocacy

DR reported on the recent call for support for the Scottish Landscape Charter. It was discussed if the SGIfA wanted to sign up to the Scottish Landscape Charter.

DR to ask Robin Turner (NTS) how the group can go about signing up to the Charter.

DR asked the group if they would like a representative on the Scottish Landscape Forum and it was suggested that we might be represented by Arch. Scot. as partners.

PR to ask Jonathan Wordsworth if he can represent SGIfA as well as Arch. Scot.

BEFS Taskforce

PH reported on BEFS Taskforce trying to get a statutory duty of care and statutory duty for local authorities to have access to HERs included in Draft Scottish Heritage Bill. He also reported that BEFS have proposed a workshop in late April to discuss the issues and its member's opinions and this would be followed by a meeting with HS prior to the Bills reading in parliament.

7. Newsletter

DR reported the current Newsletter needed one more proofing before distribution.

8. AOB

ARP Conference

KH and KD volunteered to run an IfA stall at the conference.

KD to organise acquiring promotional material from central office

The frequency of committee members attending Scottish group IfA meetings was discussed.

EM to write to non-attending members



PH asked if the SGIfA would be interested in organising a conference on archaeology and engineering. DA suggested that this would tie in well with Maritime Archaeology and the group agreed that the organisation of a conference from a maritime engineering perspective would be a good idea.

DA and PH to develop engineering contacts for an archaeology/engineering conference

9. Date of Next Meeting

21/05/10 Glasgow (Kelvingrove), 3pm.