

**Ordinary General Meeting for the Institute for Archaeologists Voluntary and
Community Special Interest Group (VC SIG)**

St. Aldate's Room, Oxford Town Hall, Oxford

Wednesday 18th April 2012

Present: Craig Spence (Chair - CS), Abby Guinness (committee member) and 10 attendees.

Apologies: Suzie Thomas (Secretary), Rachael Hall (Treasurer), Adam Thompson, Margaret Broomfield, Phil Richardson, David Rudling

1. **Introduction** CS welcomed everyone and updated those present on the activities of the VCSIG group during its first year. This included committee meetings in York (September 11) and Reading (January 12).
2. **Minutes of last AGM** CS apologised for the lack of Minutes available (see attached), due to Committee changes noted in (9).
3. **Communications** In its first year the VCSIG group has proactively established itself through content on the IfA branches webpages, and creation and regular updating of a facebook and twitter page. In February the group published its first newsletter. Content is being sourced for the second edition (September) by Newsletter Editor Abby Guinness. AG has asked the CBA to circulate details of the group to the community groups it contacted during research in 2010 **Action: AG to follow up CBA contacts and newsletter content**
4. **Group Membership** There are currently around 350 members in the group. CS commented that he thought all were IfA members (AG to ask IfA to check this). VC SIG is open to any IfA member free of charge, and open to non-IfA members for a charge of £10 pa. Those attending were urged to join the group, by contacting the IfA. **Action: AG to ask IfA for group numbers for members/non-members of IfA for records**
5. **Responses from VCSIG** CS informed those present that the VC SIG had responded to the Southport report and to the Protect Sussex University Continuing Education service.

6. **Possible CPD events** CS reiterated that this was one of the group's main aims, but we had yet to organise an event as the group is still bedding in. However, attention is now being focused on what kind of event the group should run, and CS asked for suggestions for what might be of interest. CS also suggested that it would be a good idea to work with other SIG, such as the Archives group for mutual benefit. **Action: CS to follow up Archives SIG about possible event**

7. **Budget** Treasurers Report attached below. CS reported a profit of £24. *Since the AGM, the IfA has confirmed that the 2012-13 budget will be £300 for running costs, and that there may be some extra funding available to support events in the future.*

8. **VC SIG Guidance**
 - a. Now that the VC SIG is established, it was decided that a priority for this financial year is to develop IfA Standards and Guidance for community archaeology as a set of principles to inform commercial and other paid archaeology in incorporating community archaeology into its activities. It was suggested that the best way to progress this would be to form a sub-group to advise on this and take it forward **Action: CS (committee) contact relevant people/organisations for formulating IfA SG document**
 - b. In addition, CS updated the group about Introduction to Standards and Guidance in Archaeological Practice (ISGAP) which is a set of standards and guidance for the voluntary sector in archaeology, from a project being funded by English Heritage. It is the intention of the funders for the final ISGAP documents to be 'owned' by the VC SIG, which would then take responsibility for updating and refreshing the guidance as appropriate. **Action: AG to follow up with ST as to publication deadlines**

9. **Committee Members**
 - a. It was noted that the current committee members have two more years left.
 - b. A vote of thanks was given to Suzie Thomas, who due to new work commitments has had to step down as Secretary for VCSIG.
 - c. A vote was carried to elect Tara-Jane Sutcliffe onto the committee as Secretary
 - d. A vote was carried to elect Alison James and Lilly Hodges as Ordinary Committee Members
 - e. Louise Brown expressed an interest in being on the committee and advising on the Standards and Guidance group. **Action: AG is to follow up with committee members to check they are still happy to be active**

committee members. CS to add LB to contact list for Standards group when it is formed.

10. Date of next meeting Lincoln, September (TBC)

Ordinary General Meeting for the Institute for Archaeologists Voluntary and Community Special Interest Group (VC SIG)

Room G 11, Henley Business Centre, University of Reading

Friday 15th April 2011.

Present: Craig Spence (Chair - CS), Suzie Thomas (Secretary - ST), Abby Guinness (committee member), Adam Thompson (committee member) and 25 attendees.

11. **Introduction** CS welcomed everyone and updated that the formal Annual General Meeting had occurred in London on 7th March during the Council for British Archaeology's Winter General Meeting. The Committee had been approved, and four members were present at this current meeting.

12. **Group Membership** Membership of the VC SIG is open to any IfA member free of charge, and open to non-IfA members for a charge of £10 pa. Those attending were urged to join the group, by contacting the IfA.

13. **Purpose of the Group** CS reiterated purpose of the VC SIG as explored in the AGM in March. It was felt that the group should aim high with its mission statement – perhaps aiming to integrate ‘community’ into all elements of the archaeological discipline and processes, even if this may prove unachievable in the short term.

14. **Possible event in Autumn** CS reported that the VC SIG would be organising events as part of its role, and suggested that it would be good to organise an event in Autumn of 2011. It was suggested from the floor that an event was also planned in Edinburgh for March 2012 that it may be appropriate for the VC SIG to become involved with, and so correspondence would be had to investigate this possibility.

15. **Feedback Opportunities**
 - a. It was felt that the VC SIG ought to submit a response to the HLF Consultation, and so members were urged to send their views ASAP. As the deadline for these responses is 26th April, this leaves little time to formulate a response to the consultation questionnaire, although this might still be achievable. Furthermore, there may be an opportunity to schedule a

meeting between HLF representatives and VC SIG Committee members to convey the views of the group.

- b. In addition, the VC SIG should respond to the Southport Group consultation. Members were urged to send their thoughts for collation by the end of May.

16. VC SIG Guidance

- a. It was felt that the VC SIG should develop its own IfA Standards and Guidance for community archaeology as a set of principles to inform commercial and other paid archaeology in incorporating community archaeology into its activities.
- b. In addition, ST updated the group about her work on the Introduction to Standards and Guidance in Archaeological Practice (ISGAP) which is a set of standards and guidance for the voluntary sector in archaeology, from a project being funded by English Heritage. It is the intention of the funders for the final ISGAP documents to be 'owned' by the VC SIG, which would then take responsibility for updating and refreshing the guidance as appropriate. ST reported that a third consultation round was underway, with the intention of producing a final document in June 2011; anybody wishing to view and comment on the draft documents was asked to contact ST asap.

17. **Other research and activities** CS commented that there was scope for a lot of further research into community archaeology, including an audit of the current population of paid 'community archaeologists' and the nature of community archaeology projects (e.g. the impact of short-term grant funding). These options were to be investigated, and members once again urged to put forward any suggestions for research and report outputs that would be appropriate for the group to pursue.

18. **Date of next meeting** To be confirmed.

VSCIG: Group Budget

Please note that only travel expenses were accrued during 2011/12 due to the initial establishment of the group.

| | Actual 2011/12 | Budget 2012/13 * |
|--------------------------|-----------------------|-------------------------|
| INCOME | | |
| Non-member subs | - | - |
| IFA ¹ | £500 | |
| Event fees | - | |
| Total income | £000.00 | |
| | | |
| EXPENDITURE | | |
| Committee travel | £339 ² | |
| Newsletter | - | |
| Event room hire | - | |
| Tea & coffee | - | |
| Total expenditure | £339 | |
| | | |
| Total profit/loss | £161 | |

* Awaiting confirmation of Budget allocation for 2012/13.

Notes:

Travel Expenses:

Expenses as submitted to Treasurer.

Meeting: 19th September at St. Mary's House, York

Abby Guinness: £110.60
Phil Richardson: £47.00
David Rudling: £88.50

Total: £246.10

Meeting: 31st January 2012 at Reading University

Abby Guinness: £93.00

Total: £93.00

Budget Proposal for 2012/2013

Proposed

Committee Travel:

• 3 x meetings per year (1 x IFA Conference; 2 x Regional Locations). £800
(Assumed that travel expenses to average £400 per meeting. Costs for Attendance of IFA meeting excluded).

¹ Interim Budget of £500 granted by the IFA.

² Based upon expenses forwarded by committee members- need to clarify this against actual IFA receipt

Publicity/Newsletter/Promotional Banners:

- Production of banner (x2) promoting the Group to be used at events (Design and Production). £550
- Newsletter/Leaflets/Materials £250

Event Room Hire:

- Hire of Rooms for VSCIG events/community and volunteers workshops £200
(2 x events per year. Assumed that VSCIG committee meetings will make use of free room hire as can be access by members)
- Tea/Coffee for VSCIG events/workshops £50
- Production of materials for VSCIG workshops £200

GRAND TOTAL: £2050