

Minutes of the Diggers' Forum AGM

Petrie Museum, London, WC1E, 6BT

Saturday 18th October 2014

11am

Present: Mary Neale (MN; Chair), Sophie Jennings (SJ; Treasurer), Sadie Watson (SW; Secretary), Samantha Boyle (SB), Richard Bradley (RB), Chris Clarke (CC), Cat Gibbs (CG), Chiz Harward (CH), Kelly Madigan (KM), Paul Riccoboni (PR), Gemma Ward (GW), Robin Weaver (RW), Jen Wooding (JW; IfA Staff)

1.	Apologies	Action
	David Connolly, Charlie Enwright, Ashely Pooley, Lorna Richardson, Jez Taylor	
2.	Minutes of Last Meeting	
	The Minutes of the last AGM were passed by the Committee.	
3.	Matters Arising	
	Section 9 – SJ did enquire about electronic voting, but it had been considered and rejected by the IfA. Section 12 – the Pathway to PiFA scheme is still ongoing, and will be re-invigorated in early 2015. Section 14 – MN is still intending to pursue the online training modules, and will be speaking to Alex and Manda at IfA in early 2015.	
4.	Chair's Report	
	MN presented her report as outgoing Chair. Emailed copy circulated separately.	MN to email Chair's report to Committee and Secretary for distribution.
5.	Secretary's Report	
	SW gave a brief report for the previous year: DF currently has over 750 members, with only one non-IfA member amongst that number. However the CPD survey results and contacts via our FB page and email show that our reach far exceeds IfA membership, with half the respondents being non-members. The DF is represented on several IfA Committees: Groups Forum, Registration Committee (Organisations), Professional Development and Practice, Membership Appeals. We do need some reps on the Validation Committee. Council: SW is retiring this year, and can't be re-elected. CH is retiring, but can be re-elected. SJ and MN will continue on the new Advisory Council. Social Media: 606 'Likes' on FB page. This has been a valuable way of keeping in touch with our natural 'membership' – thanks to CH for monitoring the BAJR FB page and commenting when relevant. DF Twitter and LinkedIn have not been so successful, to be discussed later in meeting.	
6.	Treasurer's Report	
	SJ presented the budget for 2013-14. Details available separately, but briefly: £800 received, £196.26 spent so far (mainly on travel	

	to meetings and newsletter costs). The budget was approved by the meeting.	
7.	Election Of Officers	
7.1	Election of Chair	
	CH volunteered to stand as Chair for 1 year to guide the new Committee for an interim period. Seconded by SW. Meeting elected CH as Chair.	
7.2	Election of Secretary	
	CG stood as Secretary. Seconded by SJ. Meeting elected CG as Secretary.	
7.3	Election of Treasurer	
	SB had stood for election as Treasurer via the postal ballot, and was uncontested. SB elected as Treasurer.	
7.4	Election of Ordinary Committee Members	
	KM, RB, PR, RW had all stood for election as OCMs via the postal ballot. All elected to Committee. GW and CE had also volunteered to be OCMs, both were co-opted by the meeting.	
7.5	Election of DF rep for IfA Advisory Council	
	Each Special Interest Group will nominate a rep to stand on the new Advisory Council for 1 year. This is in addition to any other Committee members already voted into the Advisory Council, note that SJ and MN are elected members already. The Groups Forum meetings will probably be held on the same day, so it is sensible for the same person to attend both meetings. CG volunteered to attend both the Groups Forum and Advisory Council. CG elected as DF rep for Advisory Council.	
7.6	Outgoing Chair's Announcements	
	MN read out a letter from Manda Forster (IfA) with new info for Groups.	MN to email SIG Guidance and email from Manda to Committee
8.	Resolutions	
	This is a standing item on Agenda, to invite Resolutions for the IfA AGM. CH suggested that we discuss this as an AOB item (see below).	
9.	A.O.B.	
9.1	Vote of thanks for outgoing Committee and Officers	
9.2	Statement of Competence submitted to IfA	
	CH outlined this document, which DF had submitted to IfA staff in July 2014, in the hope that it would be discussed and voted on at the July Council meeting. The main point was a Statement of Competence: <i>'The level of competence to be expected of any professional archaeologist [working on an excavation] shall be Practitioner level (PIfA) or above; any archaeologist employed [on site] who is not working at PIfA level of competence must be working within a structured training programme to take them to PIfA level competence.'</i> There were also several proposals to reinforce the RO Scheme and to maintain standards of pay and	Committee to hold meeting to discuss

	<p>training. This Statement of Competence was circulated to all members via an e-bulletin but has not been officially voted on. CH, MN and SJ did meet IfA staff in July to discuss it and although they were broadly supportive, there has not yet been any movement. So – CH suggested that we propose it as a Resolution for the AGM (and launch) of the CIfA in December. The meeting thought this was a great idea, and organised another meeting to discuss this the following week.</p>	
9.2	DF Business Plan	
	<p>A template for the 3 year Business Plan was presented to the meeting, and a completed example from the Research and Impact SIG (all groups need to produce one). The formulation of a DF business plan will be discussed at a later meeting. CH suggested that the ‘action plan’ outlined within the Proceedings of the DF/Prospect Conference could form the basis of the Business Plan.</p>	SW to email CG the Business Plan template and the R&I example
9.3	Further Roles to be filled	
	<p>Newsletter Editor: CH has been doing this task for years and it is very time-consuming. RW offered to help. Details for newsletter to be discussed at Committee meeting (blog; distribution etc).</p>	RW to assist, CH and RW to discuss further
	<p>JIS and BAJR checks: CG is happy to carry on with this task, the IfA have now introduced a new template for adverts. Some contacts about minima job come via the DF email address.</p>	MN to email DF email address details to new Committee. CG to carry on
	<p>Groups Forum rep: meetings held in London, usually 2-3 a year. If is on same day as new Advisory Council CG will attend.</p>	CG to attend
	<p>Social Media: FB successful, needs to be maintained. Twitter – has been inactive but can be positive if used regularly for more strategic issues. BAJR FB page also worth monitoring and commenting when relevant. There are a few members of the new Committee who are regular users of Twitter etc – so this will be discussed again at next meeting.</p>	SW and other outgoing Committee to be removed as Admins for FB page. New Committee to discuss social media at next meeting
	<p>DF reps on IfA Committees: need a rep to stand for Validation. Contact Lianne Birney if interested. Meetings are in Reading, up to 8 a year but obviously not expected to attend each one. Important to have DF reps on this as it is first step of IfA membership.</p>	Ongoing need for volunteers
	<p>Skills Matrix: intended to assist field archaeologists with IfA application process, and will feed into our Statement of Competence. SJ is happy to complete this task.</p>	SJ to complete
	<p>Personal cases: the DF is not a trade union, so we don’t get involved in cases of redundancy etc – best to recommend that people join Prospect. However we are contacted via the emails and FB messages, and we have always tried to keep people informed if we have managed to do anything about their particular</p>	Committee to monitor FB messages and email

	problem/issue.	
	Conference: DF have run joint conferences with Prospect. The day is successful, the main issue has been collating the papers afterwards for publication. CC has had some ideas about this.	CC and SW to be in contact about this
	Surveys: the CPD survey is being worked on by an eternal consultant, funded by IfA. It should be finished by Jan 2015, with various plans for dissemination of results. CH suggested that we organise a separate sub-Committee for the survey completion. SW and SJ happy to be on this.	CH, SJ, SW to be in contact about the CPD survey results
9.4	Contact and file-sharing	
	K suggested that the Committee could use Google hangout for meetings online. Also – CH reminded us that we have a Googledocs location for file sharing. May be better than DropBox?	Committee to investigate Google Hangout.
10.	Date and Venue of next Meeting	
	Committee meeting is planned for week of 20 th October, at LP offices, Brick Lane, London (thanks to KM)	

