

## CIfA Graphic Archaeology Group AGM

Saturday 21 March, 4.00 pm

The Hive, Worcester

**Committee members present:** Steve Allen (SA), Lesley Collett (LC), Laura Templeton (LT), Drew Smith (DS),

Also present: Carolyn Hunt, Sarah Lambert-Gates, Cheryl Quinn, Andrew White and Emily Plunkett

### 1. Apologies

Tom Small, Jennie Anderson, Liz Gardner, and Lianne Birney have sent apologies.

**Action**

### 2. Minutes and Matters Arising

Minutes of the previous meeting have been available via the Group's page on the CIfA website.

There were no matters arising. SA proposed the minutes be accepted as an accurate record. LT seconded.

### 3. Election of Committee Members

Liz Gardner has been co-opted as the GAG representative on CIfA Advisory Council; SA proposed that she be formally elected to this post, seconded LT, unanimously elected.

All current Committee Members except DS must stand down this AGM; Tom Small and Liz Gardner have put themselves forward for re-election. Tom Small (proposed SA, seconded LT) and Liz Gardner (prop LT, seconded DS) both elected unopposed.

The meeting understood that the current Officers, having completed their terms, were ineligible to stand for a further term in the same posts. No further candidates for election to committee have been forthcoming, so at the meeting the following were co-opted to the posts, subject to this being within regulations:

Sarah Lambert-Gates: Treasurer; proposed SA, seconded LC, LT and DS;

Laura Templeton: Chair (initially for a one-year period);

Steve Allen: Secretary

Lesley Collett: Newsletter Editor

LT proposed that her role would be to encourage younger members to get more involved and take up posts on Committee.

Drew Smith will continue his role as Exhibitions and Assessments, Tom Small will continue to manage the website and Liz Gardner will assist with Assessments and represent GAG on Advisory Council.

### 4. Officers' Reports

#### Chair, Steve Allen:

The year has been very busy and calls on my GAG time have meant that several planned projects have not got underway as intended. Not least, for the fourth year in succession I have proposed and organised sessions for the group at the CIfA Conference, despite saying at every AGM that I won't do this for the next year...! Additionally I have written much of the content of the newsletters and intervened on behalf of other committee members to support projects undertaken on behalf of the group. These tasks have taken up a significant portion of the time devoted to

the GAG and as a result, no progress has been made on Standards and Guidance or my personal objective of revising the former AAI&S technical paper on wood illustration.

Routine work such as answering queries about Graphics Archaeology forwarded from ClfA Central mailing has continued. I have attended 6 of the last 6 Validation committee meetings, all of the ClfA Council meetings, was elected to the ClfA Board of Directors and have attended all of the ClfA Exec committee/ClfA Board of Directors meetings this year. Attendance at the Groups Forum meeting in December 2014 was delegated to Liz Gardner and Lesley Collett while I gave a presentation on the GAG Competence Matrix to the Groups Forum meeting in July.

Though I am now stepping down as Chair I will continue involvement with GAG, though in a much less active role in order to prioritise revising the Wood Illustration paper.

Finally, we can congratulate Liz Gardner who is our co-opted GAG representative on ClfA Advisory Council.

#### **Hon Secretary- Lesley Collett:**

Minutes of the 2014 AGM at Glasgow have been completed and been available on the ClfA website since June. GAG committee has met on two occasions since the last AGM - in June (York) and October (Worcester) - both meetings have been minuted and uploaded to the webpage. I have continued to support other committee members, especially with meetings, help with production of the newsletter and exhibition, field enquiries for the website gallery and liaise with ClfA office as required.

Membership of the Group currently stands at 581, up slightly from 573 in 2014; non-ClfA members down from 4 to 3.

#### **Hon Treasurer- Laura Templeton:**

The ClfA committee agreed a budget of £800 to the Group to cover travel and other meeting expenses. An amount of £725 was agreed to cover the upgrade and relaunch of the web site which is now online. The committee have limited the number of meetings and expenses have stayed within the agreed amounts.

#### **Website- Tom Small:**

Over the past year I have overseen the relaunch of the old AAI&S website as the new and revamped GAG website. This involved the submission of a well thought through and properly costed proposal, carried out with close liaison with the chair of GAG and Lianne Birney from ClfA office.

Working together with a trusted web developer we were able to see the construction of a professional and up-to-date website, which kept the essential information from the old website but did away with much of the sprawling information, the inclusion of which did not appear to match any consistent criteria. Most important was the launch of a member's gallery that allowed for the display of full-screen images. To make these images easier to upload a guidance document was produced that advised on how images should be prepared for submission. Documentation is being drawn up in relation to the website so that, as and when I move on from the role of webmaster, a new appointee will be able to step into the role with the minimum of fuss.

At the time of writing ClfA office are negotiating web hosting space for us on their own web space. Should this occur, the web developer has offered to transfer the existing website. This will be a good time to update the logos. In the next few weeks therefore we hope to have a website hosted on ClfA's web space - at no additional cost - and with updated logos.

Feedback to the new website has been positive and functions as an effective 'shop-window' for the GAG.

As an active member of GAG I have also submitted an article concerning my freelance work to the most recent GAG newsletter.

#### **Newsletter- Jennie Anderson and Lesley Collett:**

One News update and one Newsletter have been sent out in the year; a revised schedule alternating two annual newsletters with simpler news bulletins had been agreed at the last AGM to improve communications with the membership. One news update was indeed produced in August 2014. Unfortunately it has not been possible for Jennie to meet the revised schedule and the February Newsletter was produced by Lesley Collett.

#### **Exhibition- Drew Smith:**

The exhibition will be on show at the ClfA Annual Conference in Cardiff. More contributions and indeed opportunities to mount a show are always sought to allow the exhibition to demonstrate the wide range of work undertaken by its members and to allow more flexibility in theming the exhibition for specific events. Drew has sourced a display and exhibition unit which will get its first public appearance in Cardiff and we plan to include digital projection as part of the show, allowing those who work in non-print media to display their work as well.

#### **Assessments- Liz Gardner and Drew Smith:**

One candidate came forward for a portfolio assessment in June as part of their Validation application and that application was successful. Any members considering upgrading their current membership grade are encouraged to apply. And should any GAG members know of anyone wishing to join ClfA, do not hesitate to put them in contact.

#### **Training and development:**

A project proposal to identify and evaluate on-line training resources for graphics workers has been accepted and is ongoing. Sadly, when Rob stepped down in 2013 no one was available to take on the project. In view of this and the urgent need to revise the GAG Website it was decided to prioritise the website and the agreed funds were redeployed to this end.

### **5. Business Plan 2015 – 17**

Summary of progress on proposed GAG projects in the Business Plan:

Portfolio assessment process: one candidate has had a successful assessment prior to validation:

The on-line training assessment project is on hold (see above):

Former AAI&S website; TS has succeeded in revamping the site with GAG branding and has relaunched the Gallery with new members' material. Due to ClfA re-branding, however, the GAG site will now need re-branding again:

Training: LT and LG arranged the day-event at Worcester, 'Current Issues in the Graphic Archaeology Profession';

Professional Practice Papers: revision of the Wooden Artefacts will commence soon, sadly no time was available in 2014 for this.

Working with other Groups: All committee members urged to take every opportunity to work with other Groups within ClfA.

## **6. ClfA Conference 2015**

SA has once more organised the GAG session at Conference, which will be at 2.30 on the Wednesday afternoon. Speakers have been confirmed: Drew Smith & Mikko Kriek, Garry Gibbons, Susan Fielding, and Steve Malone. AV and laptops should be provided. The GAG session may be one of those videoed for release on YouTube. In addition there will be the GAG exhibition.

## **7. AOB**

There was no other business. Arranging a date of next meeting deferred until ClfA conference in three weeks' time.

The meeting concluded at 5.00pm