

MEETING of the COMMITTEE OF THE
IfA GRAPHIC ARCHAEOLOGY GROUP

1.00 pm, Saturday 28 June 2014
York Archaeological Trust, York

MINUTES

Present: Steve Allen, Chair (SJA); Lesley Collett, Secretary (LC), Laura Templeton, Treasurer (LT), Liz Gardner (EG), Tom Small (TS), Drew Smith (DS)(via Skype)

		ACTION
1	<p>Apologies Apologies have been received from Leeanne Whitelaw, Lianne Birney (LB) (IfA) and Sarah Lucas (SL).</p>	
2	<p>Minutes of previous meeting and the AGM and matters arising The Minutes were agreed to be a true record of the proceedings. Further to the matter of unauthorised alterations to illustrators' work, EG had a query about an amendment to a copy of an illustrator's reconstruction to reflect current thinking about the monument. The committee noted that it is best practice to consult the copyright holder for permission where the illustrator was unknown.</p> <p>DS enquired whether anything further had been heard following remarks at the IfA conference re: re-drawing and altering illustrations to evade copyright restrictions. It is understood that this could well be considered a breach of the Code of Conduct.</p> <p>It was noted that these matters should be reported on in the Newsletter.</p> <p>LT and EG have not formally organised a training events working group, but would do so after this meeting.</p>	
3	<p>Admin and Group Management, Groups Forum and Business Plan The next Groups Forum meeting is to be held in Birmingham on 23 July: as this is to be a special meeting on competence matrices, SJA is to attend to report on the development of the GAG competence matrix, to assist other SIGs in designing their own.</p> <p>The GAG Business Plan was accepted at the AGM in Glasgow in April and is now in place.</p> <p>GAG website: Funding for the design work has been agreed, but in a trade-off against the on-line training project which has now been postponed.</p> <p>Treasurer: with IfA office dealing with most financial matters, LT feels that the role of Treasurer is not really viable, but would still like records of expenses from GAG budget, such as committee travelling expenses, to be copied to her, as well as notification of any upcoming expenses from projects.</p>	
4	<p>Website update TS has put together a guidance document for the supply of images to the new Gallery, so that people can supply graphics in a format ready to be uploaded. Details of image specifications are to be sent to:</p> <p>i) GAG committee members – asap – to form a core bank of images to get the website moving as soon as possible; all committee members urged to submit ~10 images. ii) Newsletter/news update to the whole GAG membership by July/August.</p> <p>DS asked whether members would be able to upload images and text themselves: TS said that although the wordpress site will be editable by several people by password access, it would</p>	TS; ALL

	<p>probably not be advisable to allow access to all 500 GAG members.</p> <p>News items and events on website: it was suggested that an automatic expiry date could be put on items like this if possible, to prevent out-of-date material hanging around on the site.</p> <p>Contact details for members via Gallery? –The IfA has not historically encouraged direct advertising by members; members’ contact details are available via the Yearbook (at a cost of £30) – but not via the IfA website. Situation to be clarified.</p> <p>EG was going to write guidelines for starting in illustration: has so far managed to put together a spreadsheet of HE bodies/ undergraduate courses offering an illustration section; this could possibly be made into a resource for the website. However could still do with a simple ‘how to start in illustration’ information sheet/ page of web text.</p>	
5	<p>2015 Conference Mercure Holland Hotel, Cardiff, 15 – 17 April 2015 Theme: The Future of Your Profession.</p> <p>SJA asked for volunteers to put down as session organisers. DS, TS and EG provisionally agreed to help. Offers of papers were discussed and further targeted contributions considered. Workshops: ‘Meet the Illustrator’ might work next time if it was timetabled into specific slots, handouts ready and business cards available.</p> <p>Deadline for session proposals: 31 July</p> <p>SJA to circulate basic framework in next week or two</p> <p>LT asked whether it was worth having the AGM at the Conference, as the turnout is often very low. If not there, then the AGM needs to be held BEFORE the conference, and possibly would have to organise an event of some kind (GAG social, exhibition visit, training event?) to encourage attendance.</p>	SJA
6	<p>Standards and Guidance for Archaeological Illustration</p> <p>IfA has guidance notes on the preparation of Standards & Guidelines. S&G for illustration should cover fundamentals, the basics of good practice, not minutiae of style; ie lay down that drawings should have a scale, north point, grid refs if relevant.</p> <p>Suggested a working party in Worcester could be arranged to hammer out the basics of S&G for illustration. Timescale? To be arranged, but this year if possible.</p>	LT, ALL
7	<p>Newsletter and Publications</p> <p>Have not heard from Jennie since last AGM. SJA to contact JA to see what’s happening. A News Update is required ASAP (last Newsletter went out in March).</p> <p>Wood paper revision: SJA has it in his personal development plan, will do when time allows.</p>	SJA
8	<p>GAG Exhibition</p> <p>Good feedback at the IfA conference; the frames are quite useful, but bulky, and the easels are a problem; had to hire them and cost came out of GAG budget. Table stands may be better, cheaper and more portable, if tables are available.</p> <p>DS asked if there was money to buy display panels? Suggested he look at options for new display materials, more portable and more professional-looking; cost up and put in a project proposal. Suggested free-standing display boards, possibly a projector, van hire. DS also to mock-up a visualisation of how exhibition could look.</p> <p>Need to clarify SL’s position. Last email from her suggested she had stood down from the committee altogether.</p>	DS LB

9	<p>Assessment and Validation for GAG membership</p> <p>A panel consisting of SJA, EG, DS had met to carry out an assessment of a candidate using the GAG competence matrix: this had been successful concluded and a recommendation has gone forward to Validation Committee. Only drawback was that it was very expensive for a single candidate. In future more candidates at one session are required to make it cost-effective. Perhaps if a fixed date for GAG assessments was advertised, candidates would come forward?</p>	
10	<p>Chartership</p> <p>IfA is now a Chartered Institute. Timetable for actual changeover to be finalised shortly.</p> <p>Each SIG will have to nominate a committee member to join the Advisory Council. GAG's candidate needs to be considered. (SJA is not eligible.)</p> <p>News update article on this.</p>	SJA
13	<p>AOB</p> <p>Date and venue of next meeting: 4 October 2014, probably in Worcester.</p>	