

Cifa Australia

Thursday 18 July 2019
 1800 (6pm) AEST
 0900 (9am) BST

Via online conference

AGM Minutes

Present: Samuel Dix (Hon. Chair), Danielle Wilkinson (Hon. Secretary), Myfy Berry (Ordinary committee member), Lianne Birney (Cifa), Peter Hinton (Cifa), Gerry Wait, Andrew Holmes, Kate Clark, and Duncan Brown.

1.	Apologies	Action
	Dianne Fitzpatrick, Ash Lenton, Jana Boulet, Talei Holm	
2.	Address from Hon. Chair	
	<p>In February 2019 the Cifa Board of Directors voted in favour of forming the Cifa Australia Group. In a year and a half, significant growth was seen from an initial and somewhat blasé e-mail from myself about the idea of an Australian presence, to growing into a group of likeminded individuals; diversely comprising of backgrounds that work in Australia, have worked in Australia, are Australians working in the UK, or are other Cifa members from around the globe with an interest in Australian archaeology.</p> <p>From these humble beginnings, we quickly established a forming committee made up of Myself as Chair, Jana Boulet as Treasurer, Dani Wilkinson and Secretary and Myfy Berry and Talei Holms as committee members. Although we have not as yet all met in one room, we have worked hard to form what we now know as the Cifa Australia Group. It was with the combined effort of these fantastic committee members that we were able to present our case to the Board of Directors and get us across the line. The wonders of technology have provided the ability to collaborate effectively.</p> <p>The formation of the group would not have been possible without the help of these individuals, not to mention the enormous support of Cifa Staff in the UK. I would especially like to acknowledge the support, guidance and patience from Lianne. Lianne has been supporting the Australia Group since this first e-mail, to the many others that have followed since! I look forward to continuing this relationship in the future. I would also like to acknowledge Gerry who came in and gave the Australia Group invaluable guidance, support and experience with his involvement in helping establish Cifa Deutschland, as well as motivation and reassurance that all will be well! I would like to thank Peter Hinton who has supported us through the process of formally becoming a Group within Cifa and is continuing to guide us</p>	

	<p>through the aims of the group as we move forward operating in Australia. Their enthusiasm, patience and dedication to ClfA Australia has made what would have been very difficult tasks to tackle alone, more navigable. Lastly, I would like to thank all of our members who have shown enthusiasm, support and excitement about the formation of ClfA Australia, and we look forward to working with you all in this exciting chapter of ClfA Australia.</p> <p>As we begin our forming AGM, there will be a number of questions and concerns that many of you may have in the forming of ClfA Australia. Where we may not be able to cover all issues during this AGM, please rest assured that we are working hard to ensure that all of the concerns raised thus far are being covered. The Forming Committee and ClfA staff have been working tirelessly behind the scenes in addressing many of the issues raised by the membership, as well as those that we have encountered in the process of forming the Group. The formalities of this AGM will require the agreement of the Draft Constitution which when complete will be presented to the ClfA Board of Directors for approval. We will also be presenting the ClfA Australia Business Plan. Due to the number of members enquiring about ClfA Australia’s relationship with other Australian organisations, we have made this an important agenda item to cover. I would however like to state now that it has been the aim, from the inception of ClfA Australia, that we will work with, not against the other groups and organisation in Australia. We will be approaching all major groups in Australian in the coming weeks to open discussions with them, and work towards mutual working relationships for the improvement of our profession, and the protection of the Historic Environment.</p> <p>I thank you all for attending this, our first AGM, and I look forward to working with you all in future projects through ClfA Australia.</p>	SD/PH/GW/LB
3.	Hon. Secretary’s report	
	<p>The Australia Group currently have 27 members including:</p> <ul style="list-style-type: none"> • 5 Students • 3 Affiliates • 3 PCIfA • 1 ACIfA • 15 MCIfA <p>The higher proportion of MCIfA is likely representative of the general ClfA demographic, as there are more of this grade.</p>	
4.	Hon. Treasurers Report	
	<p>I would firstly like to thank Jana for her time and effort in accepting the role of Treasurer in the formation stages of ClfA Australia and look forward to her continued support as a member of the Group committee. At present the position of Treasurer is vacant, where Myfy Berry is acting in the role until the next AGM.</p> <p>The budget for ClfA Australia in relation to conferencing and travel is £800 (AUS\$1,439.63 as of 10 July 2019). This budget runs from 1 April to 31 March. Any events or workshop run by ClfA Australia have a separate budget that is discussed on a case-by-case basis with ClfA.</p>	

	At present, CifA Australia has only used this funding to cover the costs for the hosting of this AGM. No other expenditure has been made to date. This will obviously change once CifA Australia begins to produce brochures and explore promotional activities and events.	
5.	Election of Committee Results	
	Chair	Samuel Dix (MCifA)
	Treasurer	Vacant (Myfy Berry Acting pending PCifA Accreditation)
	Secretary	Dani Wilkinson (ACifA)
	Ordinary committee member	Jana Boulet (PCifA)
	Ordinary committee member	Talei Holm (Student)
	Ordinary committee member	
	Ordinary committee member	
	Ordinary committee member	
	We have the option for three other ordinary members to join. If there are interested individuals, please let the Secretary know and we will be in contact in relation to this. <ul style="list-style-type: none"> • LB clarifies that Ordinary members can be co-opted into the committee between meetings, and then formally accepted at the next AGM. 	
6.	Constitution of CifA Australia	
	<p>As a part of the formation of CifA Australia, the group is required to produce, submit and have accepted by the Board a constitution. A draft of this has been sent to members prior to this AGM. This document outlines those principals of the Group that will be adhered to as a part of CifA. The Constitution is generally universal and accepted by all Groups within CifA. The one amendment made to CifA Australia's application is the inclusion of point 7(d): <i>An AGM, EGM and any other meeting required for the successful running of the Group can be held via an electronic conference provider or online program. The same protocols shall be upheld in the organising of these meetings. The ability to have online meetings will ensure inclusion and further representation of Group members due to the large geographical constraints of Australia.</i></p> <p>Despite this addition, the CifA Australia constitution follows that required by CifA Board.</p> <p>SD asked for an indication of those who may not in favour of the Constitution. None responded.</p> <p>In light of the vote, CifA Australia will present the draft Constitution to the</p>	

	Board for approval.	SD/LiB
7.	CiFA Australia Business Plan	
	<p>CiFA required a 3-year business plan to be voted on and submitted as a part of the forming AGM of new groups. The business plan presented represents what CiFA Australia hope to achieve in the next three years, but also looks at forward planning for the future of the group.</p> <p>This plan has been drafted by the CiFA forming committee and distributed to members.</p> <p>SD asks if there any matters of the business plan that members wish to discuss or have further clarity over.</p> <ul style="list-style-type: none"> • KC asks if this plan is similar to what the other CiFA Groups have. SD clarifies that, yes, this is a standard document that all groups have. • Concerning the goals explained at the end of the business plan, Kate asks about the Memorandums of Understanding (MoU) and whether this approach has been used by other groups. PH explains that they have been used between CiFA and other archaeological groups and associations on behalf of CiFA Groups, particularly the Deutschland/German group which has worked very well. • PH highlights that after the MoUs, the Australia Group will be able to more clearly identify the 'gaps' and be able to flesh out the business plan. <p>SD asks, in light of this document, for an indication of those in favour of the business plan. All responded affirmatively.</p> <p>Sam asks for an indication of those who may not in favour of the Business Plan. None responded.</p> <p>In light of the vote, CiFA Australia will present the draft business plan to the Board for approval.</p>	SD/LiB
8.	Proposed discussions with Australian Archaeological Associations and Organisations	
	<p>The organising committee has been working on the proposed relationships with other Australian organisations since the group's inception. This has been an important part of the discussions in a way forward for the future. CiFA Australia Group is committed to work collaboratively with all existing and future groups, organisations and associations sharing the same values of promoting the profession of Archaeology and the protection of the historic environment.</p> <p>Shortly after this AGM the organising committee will be finalising draft letters to be sent out to the Australian Archaeological Association, Australian Indigenous Archaeologists Association, Australian Institute of Maritime Archaeology, the Australian Association for Consulting Archaeologists, and the Australasian Society for Historical Archaeology. This is an introductory</p>	

	<p>document, as well as an invitation to open discussions between these organisations.</p> <p>It is ClfA Australia’s ultimate goal to have MoUs with these organisations where each organisation can leverage off one another. From here we will work with other organisations, such as university groups, student groups, community groups, and government organisations.</p> <p>We hope to be organising discussions with each of these major organisations soon and progressing with open discussions about how ClfA Australia will be filling an important gap in the professionalisation of archaeology in Australia, but also the further commitment to the protection of the Australian historic environment.</p> <p>Are there any further comments, questions or concerns in relation to this agenda item?</p> <ul style="list-style-type: none"> • SD reiterates the committees view of how important these MoUs are, and how important it is to approach the archaeological groups and associations before ClfA Australia is ‘launched’ publicly. That we need to convey that we wish to work <i>with</i> these groups and combine resources for mutual benefit of archaeologists across Australia. • KC highlights difficulties of launching ClfA in Australia when it is not a local organisation. SD explains that what we wish to convey is that ClfA can fill a gap that the current groups in Australia do not, and that the UK/ClfA community has a lot to offer Australia. Equally, we discussed what Australia can offer ClfA/the UK community as well, particularly Indigenous/Aboriginal archaeology, industrial archaeology and the process of community consultation. Emphasis is placed on the Australia Group preparing guidance on the process of community consultation and ClfA’s interest in this. • KC also asks about what ‘gaps’ the ClfA Australia Group can fill within other archaeological groups and associations. DW, who is also Vice President of the Australasian Institute for Maritime Archaeology, states that the big benefit is accreditation, which is not currently established for any archaeologists outside of consultancy. There is also a general need for organised CPD events which all the organisations would probably like to join forces with. But that the organisations can also offer ClfA local expertise, particularly to assist the validation committee etc. 	
<p>9.</p>	<p>Any Other Business</p>	
	<p><i>Election of Advisory Council Member:</i> As an official group of ClfA, ClfA Australia can have representation on the Advisory Council. The Advisory Council has up to 40 members, 20 of which are elected from the membership and up to 20 filled by representatives from each individual group.</p> <p>Elected positions are for a three-year period with the option of standing for a further three-year term. Nominated representatives from Groups are for a</p>	

one-year period. The Advisory Council usually meets three times a year.

At present, there are no vacancies. To find a way around this, it has been discussed and agreed that an acting representative from the Australia Group can be nominated, where this representative still receives the minutes of the meetings and they can add agenda points if needed until a space may become available.

As the decision concerning this position came after the agenda was set, we would like the membership to consider if they would like to nominate for this position. The member will need to be on the ClfA Australia Committee. If any of the membership wish to take on this role and are not a member of the committee, we will explore options to join, and assume this representative position.

- DW volunteers to represent the Australia Group as she is also Chair of the Marine Archaeological Special Interest Group (MASIG) which has representation at the meeting. She is also the only UK-based member of the committee. If she cannot attend herself, she can ask the replacement MASIG representative to provide feedback for the Australia Group.

Other areas where members have asked for clarity have been around the payment of fees to ClfA and how finances will be dealt with between ClfA and ClfA Australia. I will briefly outline these now:

Membership fees:

We will be setting the membership fees for all members from Australia in AUS\$. At the beginning of every financial year the rate will be calculated and those members in Australia will have an AUS\$ figure to work from. This is being implemented and should be operational by the next financial year.

- PH reiterates that this is still being arranged.
- AH questions whether the membership fees for each grade will reflect salaries in Australia rather than the UK. PH replies that if it does not equate and is an issue, that the Australia Group will need to propose a new solution to the Board.
- DB asks for clarification whether this is for all Australian-based ClfA members or for MASIG membership? It is clarified that this is for all Australian-based members, and non-members who wish to join MASIG can still join for whatever equates to £10.

Applications to Apply:

All applications to apply to ClfA or renewals will continue to go through the current process on the ClfA Website. ClfA Australia representatives will be available to chat with prospective or upgrading members, however all processing and decision-making will be conducted through ClfA.

- AH asks whether the accreditation will remain relevant in different countries, such as if an archaeologist moves from Australia to the UK or vice versa. PH answers that the accreditation would stay the same.
- PH states that Australian professionals, such as those associated with the archaeological groups and associations, can be 'specialist

	<p>assessors' and support the validation committee, such as has been happening in Deutschland. The same criteria will need to be met, but the evidence provided will have a national flavour.</p> <p><i>Website:</i> CifA Australia will have a webpage on the main CifA webpage. This will be a similar set up as CifA Deutschland, where past minutes and agendas will be uploaded, as well as details of any events or activities of the Group. This will be formed after this meeting. The committee want to contact the other archaeological groups and associations as a formal curtesy before creating a social media presence.</p> <p><i>Other</i> PH gives thanks to Sam for organising the AGM and the Australia Group. DW gives Sam full credit for all the successes that the Group has had so far.</p>	
<p>10.</p>	<p>Date and Venue of next meeting</p> <ul style="list-style-type: none"> • TBC • Feedback indicates that Zoom was a successful platform and can be used again 	