

CHARTERED INSTITUTE FOR ARCHAEOLOGISTS

BUILDINGS ARCHAEOLOGY GROUP (BAG)

Committee Meeting

Monday 10 Dec 2018 at 09.00 hrs

via Skype

Minutes

Present

Lara Band (LBA; OCM), Beverley Kerr (BK, Observer), Tim Murphy (TM; Chairman), Nigel Neil (NN; Secretary), Esther Robinson Wild (ERW, Treasurer).

1. Apologies (including belated)	
Charlotte Adcock (CA; Newsletter editor), Lianne Birney (LiB; ClfA HQ), Megan Lloyd-Regan (MLR; Ordinary Committee Member [OCM]), Gillian Scott (Standards & Guidance), Jen Parker-Wooding (JPW; ClfA Senior Professional Standards and Practice Coordinator), Tiffany Snowden (TS, OCM), and Jess Tipper (JT, OCM).	
2. Committee membership	
NN welcomed Beverley Kerr to her first BAG meeting.	
3. Minutes of the meeting in London on Monday 22 Oct	NN
ERW requested that a clarification / change of wording be made in Item 5. TM proposed that NN make that amendment and that the minutes be accepted, subject to final checking by the whole committee on or before 14 Dec. NN was asked to e-mail the corrected minutes and inform committee to this effect. Once any edits have been made, the minutes can be sent to ClfA for uploading onto the Group webpage.	
4. Matters arising, not covered below	
None	
5. Treasurer's Report	ERW
ERW reported that the group currently had a remaining balance of £111.88, from a year-opening balance of £800. Non-ClfA group membership has brought in an additional £50, but travel expenses amounted to £603.12, and the Crossing event made a loss of £45.00. The London committee room hire was £90.00.	
6. Building recording Standards and Guidance (S&G) update	JPW
JPW had been asked in August to upload to the ClfA website the 'immediate edits' which had been scrutinised by the BAG committee.	

	<p>TM had now completed a short scoping document for the full revision, and this had been circulated to BAG committee at various stages. Those present discussed the aims and content of the S&G. TM expressed the view that the tendering contractors should enhance the contents list. He stated firmly that the document was aimed at building recording and should NOT include the preparation of Heritage Statements, though it was admitted that some building recording schemes did contribute to HSs. NN suggested that this exclusion should be explicitly stated in the S&G, and/or that the areas of cross-over between HSs and Building Recording should be explicitly stated.</p> <p>Everyone agreed that archiving of reports onto the Archaeology Data Service should be strongly encouraged.</p> <p>Suggested additions to the Consultation list included the Ancient Monuments Society, the Vernacular Architecture Group, the Society for the Protection of Ancient Buildings, the Construction History Society, and the Historic Farm Buildings Research Group. An Appendix 3 - techniques and innovations for non-destructive investigation - was suggested. Those present wanted to see (1) all individuals and organisations (ROs only?) invited to tender should be full Members of ClfA, and (2) BAG being involved in the analysis of tenders.</p> <p>BAG Committee members, and their organisations would exclude themselves from tendering.</p> <p><u>ALL Committee members were now asked to review this document, using Track Changes, and send edits by Fri 21 Dec at latest.</u> TM would then update in early January 2019, and forward to JPW for consideration and enhancement by ClfA. It was hoped that, once out to tender, the revision might take c. 3 months to draft document, 3 months further for external consultation, and a further 3 months for revisions. Possible costs were discussed.</p> <p>Those present thanked TM for his efforts in preparing the scoping document.</p>	<p>ALL TM</p>
<p>7. Groups Forum 6 December</p>	<p>NN had expressed (in one-to-one with LiB) the Group's disappointment at not having a 'slot' at the ClfA conference. Although we were told that it was not appropriate this time, no clear reason was given. It is understood that Groups have to pay to have a table at Conference, and other Groups were equally disappointed about this as an indicator of ClfA's attitude to groups.</p> <p>Co-working between Regional and SIG Groups was a theme of the meeting. The London and New Generation (NG) Groups would particularly welcome our input, in the form of short after-work seminars (CPeezyDs) in London, and an A4 'Careers in Buildings Archaeology' flyer for the NG 'welcome pack' given to all new Student Members of ClfA. We need volunteers to draft such publicity, and present at events. BK, ERW, LBa and NN offered to staff a table for part of the Conference. TM would talk to LiB about reduced fees for stall staff.</p> <p>LBa was a member of the London Group, but had not participated in any CPeezyDs. NN was keen to see BAG get involved in the London and NG groups' initiatives, but there was a considerable need for more active participation from more committee members and group members in general.</p> <p>NN was asked to e-mail New Generation group about whether it was possible to input into</p>	<p>ALL</p>

	<p>their session and concerning costing issues for a flyer in their career folders.</p> <p>NN asked those present whether they would be interested in creating a flyer for the student pack (see attached example). TM was supportive of the idea.</p> <p>CifA's new Events Manager, Elizabeth (Ellie) Durst had advised group representatives that it was imperative that an Event Form was completed, as early as possible (up to 4 months ahead, if 'full service' assistance re. publicising is needed).</p>	
8.	<p>Survey Monkey BAG questionnaire</p> <p>LBa has sent a brief 'thank you for participating' piece to CA for the next Newsletter, but we now need to consider how the final report should look, who is able to help write and illustrate it, and (arguably most important) what do we think we should do differently as a group as a result of it?</p> <p>NN said that the Voluntary and Community Group's recent survey (published Nov 2018) https://www.archaeologists.net/sites/default/files/CifA%20Vol%20SIG%20Community%20Survey%20Report%20Nov%202018_0.pdf was a much more ambitious piece of work than BAG's Survey Monkey, but the standard of reporting was good model.</p> <p>Defer to next meeting. Suggestions needed. LBa thinks that it could take 12 months to produce a report but will prepare a rough draft for the May meeting.</p>	LBa
9.	<p>BAG Newsletter and other publicity</p> <p>TM will send a short piece to Lottie re. 'seeking a new chair'. NN noted that one of the ideas raised by the Groups Forum was shorter – 3 to 4 pages - more frequent (bi-monthly), Newsletters (V&C Group particularly).</p> <p>Any thoughts for next meeting.</p>	CA ALL
10	<p>Chartered Archaeologists update</p> <p>NN reported on the mixed reaction from those present at the Groups Forum. There were concerns about the cost of applying, and the risk of an automatic (if unintentional) white, male bias in applications.</p> <p>BAG committee were generally supportive of the move, which was seen as having positive benefits for the future of the profession, but – since early-take-up applicants were likely to be those who saw themselves as a vanguard of the profession – there was a clear need for a tough monitoring regime, and for sanctions against those failing to uphold the high standards set.</p> <p>All of committee were asked to read the document circulated on 10 Dec, and comment before Christmas.</p>	ALL
11.	<p>Group Business Plan 2018-2021</p> <p>ERW will draft a new Group Business Plan. Any suggestions welcomed. NN was asked to attach present plan to e-mail on 10 Dec after committee meeting. Should we change our CPD aims?</p>	ALL

12.	<p>Future BAG Events, committee meetings, and venues (inc. Cifa Conference 2019 & BAG AGM)</p> <p>It looked as if Mon 20 May 2019 would be the only possible date for Wellington City Council Senior Heritage Advisor Eva Garbutt's lecture. Could we co-host it with the London Group? Could we have it at a central London venue instead of House Mill, which was off the main transport links? In October, CA had suggested that we consider having a CPD session during the morning (try to find something <i>practical</i>, e.g. low-cost photogrammetry and/or LIDAR), our AGM after lunch, or just before the evening reception and talk by Ms Garbutt. The idea of postponing the CPD event was also considered. ERW is liaising with Eva. LBa agreed to research possible venues before early January.</p> <p>NN reminded everyone about the deadline for informing Ellie Durst, Cifa Events Officer.</p> <p>In short, an evening event was preferred. Those present considered whether we should have a short AGM before the lecture with the Mithraeum CPD event on another occasion.</p> <p>All committee members were asked to consider for the next meeting about when we could have a CPD meeting in York - as discussed at Cressing.</p>	<p>ALL</p> <p>ERW/ LBa</p> <p>ALL</p>
13.	<p>Any other consultations and Cifa Guidance</p> <p>Those present expressed their concern at hearing that there were delays in Historic England publishing a revised version of <i>Conservation Principles</i>.</p>	
14.	<p>AOB</p> <p>None</p>	
	<p>The meeting closed at 10.58 [TM left the meeting at 10.35]</p>	