

**CifA New Generation SIG AGM
31 August 2016**

via Telephone Conference

Minutes

Present: Rachael Abraham, Andrea Bradley, Chris Chinnock, Rebecca Enlander, Ben Jervis, Jen Parker Wooding (CifA staff) and Natalie Ward.

1.	Apologies	Action
	None received.	
2.	Minutes of the last AGM & Matters Arising	
	The minutes were approved.	
3.	Chair's Report	
	<p>2015-16 has been a difficult year for the Group, with the founding committee coming to the end of their three year terms.</p> <p>Despite set-backs, the group have made progress on a number of their key strategic aims.</p> <ul style="list-style-type: none"> • At the CifA Conference in Cardiff, the group organized a CV workshop. Several students received advice on their CVs from senior colleagues, including staff from English Heritage, archaeological consultancies and Cardiff University. Several of the participants expressed an interest in participating in the group's mentoring scheme. • Mentoring –proposals for a mentoring scheme have continued to develop. Feedback from CifA has been positive and plans are currently being developed to launch a pilot scheme. • Ben Jervis and Natalie Ward gave a presentation at the 2015 conference based on their presentation at the plenary launch of CifA, on behalf of the NGSIG. • Career Help Sheets – There has been some further work on this project. An outline sheet has been produced and committee members have been tasked with producing sheets related to their roles. <p>The new committee will be able to take forward the business plan aims, as well as reviewing the business plan</p>	
4.	Treasurer's Report	
	<p>£800 received for the year 2015-16 £391.73 Committee meeting costs, the surplus was paid back to the group budget. £800 awarded for 2016-2017 RA to pass on accounts etc. to RE as new Treasurer.</p>	RA

5.	Elections to Committee	
	<p>Natalie Ward thanked all of the outgoing officers (Natalie Ward, Ben Jervis, Oliver Davis, Rachel Abraham and Andrea Bradley). Lianne to circulate the committee job description to the new committee.</p> <p>Nominees were as follows and they have all been appointed:</p> <p>Colin Forrestal (Chair) Alistair Galt (Secretary) Rebecca Enlander (Treasurer) Phoebe Olsen (Ordinary committee member) Li Sou (Ordinary committee member)</p> <ul style="list-style-type: none"> Add succession planning for the committee to agenda for next committee meeting. 	<p>LB</p> <p>AG</p>
6.	AoB & Date of Next Meeting	
	<ul style="list-style-type: none"> Liaise with Kate Geary about New Gen's role in the pathway to PCIfA project and other projects. Natalie Ward previously took on the role as New Gen representative on the advisory council. The next meeting is 22 September in Birmingham. Chris Chinnock will attend these meetings in future. Natalie will also attend to allow a handover. Inform LB of this. Alistair Galt, as secretary, will arrange the first committee meeting after the advisory committee meeting. LB to send email contacts. 	<p>AB</p> <p>CC/NW</p> <p>NW</p> <p>AG/LB</p>