An Annual General Meeting of the Chartered Institute for Archaeologists will be held at 09:30am, Tuesday 15 October 2019 at City Chambers, High Street, Edinburgh, EH1 1YJ

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The AGM is being held for the following purposes

1  RECEIVE THE MINUTES OF THE 2018 AGM AND 2019 EGM

1.1 To receive the minutes of the Annual General Meeting held on 15 October 2018 (included in this notice booklet)

1.2 To receive the minutes of the Extraordinary General Meeting held on 26 April 2019 (included in this notice booklet)

2  ELECTION OF ACCREDITED MEMBERS TO THE BOARD OF DIRECTORS

2.1 To receive the report on the election of the Board of Directors

3  ELECTION OF ACCREDITED MEMBERS TO THE ADVISORY COUNCIL

3.1 To receive the report on the election of the Advisory Council

4  REPORTS OF THE BOARD OF DIRECTORS

Please refer to the Annual Review, Treasurer’s report and audited accounts 2018-19 available online www.archaeologists.net/annual-reviews-and-accounts

4.1 To receive the Report of the Board of Directors for July 2018 to July 2019

4.2 To consider and, if thought fit, pass the following Resolution which will be proposed as an Ordinary Resolution

   Resolution 1 - accounts
   To receive the report of the Hon. Treasurer for the financial year 1 April 2018 to 31 March 2019 and to approve the accounts for that period.

4.3 To consider and, if thought fit, pass the following Resolution which will be proposed as an Ordinary Resolution

   Resolution 2 - auditors
   To appoint Haines and Company, Chartered Accountants as auditors to the Chartered Institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid.

5  AMENDMENT TO THE CODE OF CONDUCT

A fully revised version of the Code of conduct is on the website at www.archaeologists.net/cifa/agm

The Board has approved revisions to the Professional conduct regulations which came into force on 1 May 2019. To complement the changes, to confirm that Registered Organisations must comply with the Code of conduct and to encourage due regard to ClfA Standards and guidance when considering alleged unprofessional practice, a revision to the Code of conduct is advisable. The Board therefore proposes the following Resolution:

Resolution 3 – Code of conduct
THAT the preamble to the Code of conduct is amended as follows (the new text is in [bold])
The Board will also take this opportunity to change the wording in the Code to make it gender neutral.

Preamble to the Code of conduct

[This Code applies to both members and Registered Organisations of the Institute, and references to a 'member' within the Code are to be interpreted as including Registered Organisations.]

The object of the Code is to promote those standards of conduct and self-discipline required of a member [or Registered Organisation] in the interests of the public and in the pursuit of the study and care of the physical evidence of the human past. This imprint of past human activity upon the natural world from prehistoric times onwards, the product of an interactive process that has created the places where we live and work now, constitutes the historic environment - a vulnerable and diminishing resource.

The fuller understanding of our past provided by archaeology is part of society’s common heritage and it should be available to everyone. Because of this, and because the historic environment is an irreplaceable resource, members [and Registered Organisations,] both [individually and] corporately, and individually, have a responsibility to help conserve the historic environment, to use it economically in their work, to conduct their studies in such a way that reliable information may be acquired, and to disseminate the results of their studies. [Adherence to the Code is required by the Institute as a practical means of ensuring that these responsibilities are met.]

Subscription to this Code of conduct for individuals engaged in the study and care of the historic environment assumes acceptance of these responsibilities. Those who subscribe to it and carry out its provisions will thereby be identified as persons professing ethical behaviour in the study and care of the historic environment.

The Code indicates the general standard of conduct to which members [and Registered Organisations] of the Institute are expected to adhere, failing which the Institute may judge them guilty of conduct unbecoming to a member [or Registered Organisation] of the Institute and may offer advice and support for their necessary professional development, or [implement a sanction up to and including expulsion from membership or removal from registration] may reprimand, suspend or expel them.

The Institute from time to time produces written standards and guidance for specific areas of historic environment work; they indicate how a member undertaking such work may best comply with this Code. Departure from the Standard is likely to be construed as a breach of the Code; departure from the guidance may be acceptable if circumstances justify it and the action taken is consistent with the provisions of this Code, but the rationale should [be documented.]

All members are advised to respect such standards, guidance and policy statements in the interests of good professional practice; a full list of the CIfA Standard and guidance documents published to date will be found on the CIfA website.

[Where an allegation is made that a Registered Organisation has breached a provision of the Code, such Registered Organisation shall not be held to have breached the Code where it is
able to demonstrate, to the satisfaction of the Institute or any professional conduct panel appointed by the Institute in accordance with the Professional Conduct Regulations in place from time to time, that it has taken reasonable steps to ensure that its staff comply with the Code. Reasonable steps shall include, but are not limited to, ensuring that staff are made aware of and receive suitable training in appropriate standards and guidance relevant to their role and experience, given sufficient instructions on how to carry out their duties, and receive adequate supervision and support in order to deal with any problems that arise.]

DATED September 2019

BY ORDER OF THE BOARD OF DIRECTORS

A LLEWELLYN
DIRECTOR

NOTES
1. The Resolutions to be considered under item 4 and 5 will be moved by the Board of Directors of the Chartered Institute for Archaeologists
2. The Resolutions to be moved at this General Meeting may be passed by a simple majority of votes cast online and by members present and entitled to vote
3. Non-accredited members may attend all General Meetings, but shall not have the right to vote
4. Copies of the Regulations for procedure at General Meetings can be downloaded from the CIfA website at https://www.archaeologists.net/codes/cifa
Vicky Hunns opened the meeting and welcomed everyone. She noted that the meeting would take place in accordance with the General Meeting regulations of the Institute. These has been revised following the introduction of the online voting system and on that basis, it would not be possible to make amendments at this meeting to the resolutions proposed. Online voting was now closed.

The AGM was held for the following purposes:

1  **MINUTES OF THE LAST MEETING**
A copy of the minutes had been included in the AGM notice. No corrections or queries were raised, and the minutes were approved.

2. **ELECTION OF ACCREDITED MEMBERS TO THE BOARD OF DIRECTORS**
Alex Llewellyn informed the meeting of the outcome of the elections for the Board of Directors. There had been four vacancies for elected posts on the Board including the position of Honorary Chair and Honorary Treasurer. One nomination had been received for the Honorary Chair position from Stephen Carter, and two further nominations had been received for the other positions from Peta Glew and Dan Slatcher. All nominees had been successful in being appointed to the Board.

The Board will look to coopt members to the remaining vacancy for an elected post.

Alex thanked Vicky Hunns, Steve Allen, Andrea Bradley and Kirsten Holland for their service to the Institute.

3 **ELECTION OF ACCREDITED MEMBERS TO THE ADVISORY COUNCIL**
Alex Llewellyn informed the meeting of the outcome of the elections for Advisory Council. There had been vacancies for nine elected members of the Advisory Council. Six nominations were received, and the following individuals had been elected:

   Kayt Hawkins   Matt Parker Wooding
   Kevin Mooney   Steve Trow
   Neil Redfern   Gemma Ward

Advisory Council will consider whether it should also look to coopt members to the remaining elected positions to ensure as wide a representation as possible on this important committee.

4  **REPORT OF THE BOARD OF DIRECTORS**

4.1  **To receive the Report of the Board of Directors for June 2017 to June 2018**
Vicky drew attention to the Annual Review which had been circulated to all members and was available on the ClfA website (www.archaeologists.net/about). The Annual Review includes a summary of the activities of the Board over the past year. The focus has been on collaboration and ethics, both of which were covered at the Brighton conference. Collaboration has been the theme for two editions of *The Archaeologists* as we had so many examples of excellent collaborative projects taking place, and professional ethics have also been promoted through the practice paper written by Gerry Wait and members of Advisory Council.
There has been significant development with establishing and promoting CIfA Deutschland, and Vicky also noted the achievement of staff in setting up the online voting system as tasked to by the membership at the last AGM. Another key focus has been on the continued development of Chartered Archaeologists and Vicky asked Kate to give a brief update on progress.

Kate explained where we are in the process. Since last year CIfA members have been looking at the specific accreditation criteria via Advisory Council, focus groups, CIfA Groups and relevant other professional bodies. We are now arriving at a proposal for an agreed set of standards and assessment criteria. Kate clarified what we mean by ‘competence’ and ‘commitment’ and highlighted the five key areas that had been identified as part of the consultation process. We will reissue this information so that members can see the whole package they have proposed.

The programme is working up to an EGM at the conference next year in Leeds where we will put a formal proposal to the members. The online voting system will allow those who are unable to attend to cast their vote, but we will also need to ensure that there has been sufficient opportunity for debate in advance of this. Kate asked members to contact her if they would like to discuss Chartered Archaeologist with CIfA staff, or to invite CIfA representatives to speak at an event or to members of staff.

Evelyne Godfrey asked about how we would ensure that the other grades would not be devalued as part of this. Kate noted that we already have a pathways system in place to encourage people to apply to the correct grades of membership and will need to ensure that this is incorporated into the wider promotion for Chartered Archaeologists.

Vicky asked if there were any questions on the recent work from CIfA. None were raised. The meeting voted to receive the Report of the Board.

4.2 Resolution 1 - accounts
The meeting was asked to receive the reports of the Honorary Treasurer for the financial year 1 April 2017 to 31 March 2018 and to approve the accounts for that period. A copy of the accounts and Treasurers report was available on the website.

Steve Allen proposed the resolution and Paul Spoerry seconded it.

Andrea Bradley had sent her apologies for absence to the meeting and Alex Llewellyn introduced the accounts. The accounts show a deficit over just over £27,000 but the reserves remain well above the limit set by the Board. Alex noted that reasons included legal fees for dealing with complaints against Registered Organisations and CIfA members, the unexpected office move, and the planned investment of reserves in a new CRM database.

The Board will consider the next strategic plan for the Institute as the current one will finish in 2020, and to support the plan will consider options for diversifying income and areas to invest in development.

No questions were raised about the accounts. The meeting voted in favour to adopt them. (Yes = 94; No = 0; Abstain = 3)

4.3 Resolution 2 - Appointment of auditors
The meeting was asked to appoint Haines and Company, Chartered Accountants, as auditors
to the Chartered Institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid.

The resolution was proposed by Mel Johnson and seconded by Helen Parslow.

Alex Llewellyn spoke in favour of reappointing the auditors. Kenneth Aitchison suggested that the Board consider reviewing the cost of the current auditors and whether we should consider looking at a different company as good practice. The meeting voted to appoint Haines and Company as auditors. (Yes = 90; No = 0; Abstain = 7)

5 EQUALITY AND DIVERSITY IN ARCHAEOLOGY

Vicky introduced the resolution to the meeting and noted that we were also keen to include the Higher Education community in the development of a pan-sectoral strategy on equality and diversity in archaeology. She reported that the Advisory Council working group had been established at the last AC meeting. If anyone was interested in getting involved with this, please could they speak to Kate Geary.

Resolution 3 – Equality and diversity in archaeology

CIfA members were asked to endorse the Board of Directors’ decision to

- commit CIfA to working with others in the archaeological sector to explore the development of a pan-sectoral strategy on equality and diversity in archaeology
- to charge the Advisory Council working party urgently to produce a report advising the Board on CIfA’s potential role, the remit of others, recommended outputs and outcomes, potential strategies and measures of success

The Board of Directors will submit a progress report to the membership at the 2019 AGM.

The resolution was proposed by Joe Flatman and seconded by Paul Belford.

No questions were raised about this and the meeting voted to endorse the decision of the Board (Yes = 97; No = 1; Abstain = 4).

This concluded the business items on the agenda.

Vicky thanked the Institute for an enjoyable year as Chair and thanked the other members of the Board for their support and commitment. In particular she thanked Deborah Seddon (one of our lay directors in 2017-18) for her input and perspective from another profession, which has proved very valuable.
Minutes of the 2019 Extraordinary General Meeting of the Chartered Institute for Archaeologists  
09:30am, Friday 26 April 2019  
at The Royal Armouries Museum, Leeds, West Yorkshire, England LS10 1LT

Stephen Carter opened the meeting and welcomed everyone. He was content the meeting was quorate and asked all present to sign the attendance register which was being circulated. He noted that the purpose of the meeting was to deal with one item of business which was set out in the EGM notice issued to members. The resolution being proposed was as a result of the 2017 AGM vote by members instructing the Board of Directors to proceed with the drafting of an amendment to the by-law and supporting regulations to introduce a Chartered Archaeologist grade.

Stephen noted that in order to proceed with the proposal and to submit this to the Privy Council we would need permission from accredited members. This would require a 75 per cent majority to vote in favour as this was a proposed change to the Charter.

Stephen clarified that the Privy Council may still request additional changes.

1  PROPOSAL TO AMEND OUR CHARTER TO AWARD CHARTERED ARCHAEOLOGIST GRADE OF ACCREDITATION

The resolution to be voted on at the meeting was set out in the text of the notice along with a schedule of amendments to other bylaws if Chartered Archaeologist was introduced.

Stephen noted that the information sent out was the Board's current thinking of what these regulations would look like. These are advisory and subject to review at this stage. The regulations do not need approval from the Privy Council, and these are not what members were voting on today.

The form of the debate for the EGM is governed by the General Meeting regulations. Copies of these were available for anyone who wished to look at them. Once the resolution had been proposed and seconded there would be a debate. Stephen asked that anyone wishing to speak should stand if they were able and state their name for the minutes.

The General Meeting regulations allowed 5 minutes for an individual to speak. Although Stephen did not want to restrict discussion, he was aware that a lot of people in the room may wish to speak. On that basis he asked for a general indication by a show of hands from people who may wish to speak for or against the resolution once discussion was underway to allow him to manage the time.

Resolution 1 – Chartered Archaeologist
To consider and, if thought fit, pass the following Resolution

That in accordance with Article 12 of the Institute’s Royal Charter the Institutes’ by-laws are amended, as set out in the schedule to this notice, subject to any amendments required by the Privy Council and agreed with the Board of Directors.

Stephen called on Mel Johnson, MCIfA to propose the resolution.

Mel thanked the staff, especially Kate Geary for getting us to this stage. She also thanked the members who had engaged in the consultation process leading up to the EGM. Mel was excited about the Chartered Archaeologist proposal which she felt was a potentially significant change to the profession. Mel strongly believed that Chartered Archaeologist would give us recognition as professionals and a visible kite mark. On that basis, Mel proposed the resolution as set out in the notice.
Stephen asked for someone to second the motion. Sam Fox, ACIfA, seconded the resolution. Stephen opened the room for debate.

Kevin Wooldridge asked to read a statement prepared by Chiz Harward, MCIfA. Chiz was not able to attend but was thankful to have the ability to vote online. His statement raised the issue of trust (or lack of) for the Institute. He referred to the intake of members as a result of the CSCS requirements who we need to do more work to engage, and he noted the view of the lack of rigour in the professional conduct process. Chiz urged members to reject the proposal and asked for CIfA to refocus resources on more important matters.

Jem Brewer, PCIfA: Jem was a career changer and an early career archaeologist. In her view, the scheme as proposed did not fit with her experience of chartership in other professions. She noted timeframes for achieving chartered status in accountancy. In her opinion, we were looking at 8 years or more as part of our model to achieve chartered status.

Magnus Alexander, MCIfA: agreed with Chiz’s point that this is divisive. He noted other professions eg architects who don’t have elite grades like the one being proposed.

Martin Newman, MCIfA: was positive about the proposal. Martin was a chartered member of CILIP and he believed that the comments being made about this being an elitist grade was not his experience of chartership.

Mike Dawson, MCIfA: was positive about the motion being proposed. His view was that there is a perception that archaeology is not a profession and we are hobbyists. It is also clear we don’t have the confidence among ourselves. We need to think more about how we can enhance our standing to the outside world and he believed that Chartered Archaeologist could help with this.

John Lawson, MCIfA: was a strong supporter of the Institute. He was glad that the Institute had Chartered status but will vote against the proposals for Chartered Archaeologist. He did not see the point of introducing this additional grade as he believed he was already chartered by being a member of CIfA. Instead he would like to see us doing more work support existing grades and not creating new ones.

Stephen asked Kate Geary to make a point of clarification. Kate informed the room that Chartered status was a protected title. You are not charted as an individual just because you are a member of CIfA and to claim to be would be unlawful.

Tom Vaughan, ACIfA: noted that we are already accredited as individuals. In his view, CIfA seems to be spending time and effort navel gazing. We should be looking at the wider picture, for example the continued decline of planning archaeologists.

Jan Wills, MCIfA: was in strong support of the motion and saw this as an important part of archaeology as a profession. She did not feel it was elitist and CIfA has been working broadly to support all members. Resources, time and effort had been spent on all aspects eg apprenticeships, course accreditation, career networks etc as well as Chartered Archaeologist. There was also an outward focus and she reminded all about CIfA’s work on advocacy.

Pete Lovett, ACIfA: felt that there was a large part of membership who were disillusioned, and Chartered Archaeologist would only compound this. He would like to see the current proposals scrapped and for CIfA to look at other ways to bring members in.
Mark Spanjer, MCIfA: He was proud to be a member of CIfA. Chartered Archaeologist would mean nothing to him in the Netherlands, but he still supported the scheme. In his view Chartered status was a tool which we could all use, and he believed it would be a benefit for future generations. He also urged all members to stop mistrusting each other as it was destructive. Such behaviour in the Netherlands had meant that the NVvA (the Dutch professional body) had ceded control of quality management and an unworkable system had been imposed.

Amanda Forster, MCIfA: believed that this was a progressive step in creating an Institute for the future. She did not dismiss the concerns which have been expressed and thought members needed to do more to challenge and push these, and to see a response from CIfA. Outside archaeology, chartered status was understood and recognised.

Andy Holland, MCIfA: had heard the points about Chartered Archaeologist possibly being elitist etc. He would rather see that this was about protecting archaeology, having authority and having a career profession. In his view it would create a better perception about the profession in line with others and could only be a benefit.

Kenneth Aitchison, MCIfA: was a long-standing supporter of CIfA, however in his view he doesn’t think the Board has successfully presented concrete arguments in support of Chartered Archaeologist status.

Karl Hanson, ACIfA: was still not sure what the benefits of chartership would be. He thinks this was what we should be discussing.

Cat Gibbs, PCIfA: as an excavator she was very keen to have Chartership for herself and had a very clear idea of what this would mean for her. She felt strongly that we need to get away from the perception that Chartered Archaeologist was for the people in charge of companies and to look at how it will benefit more of us.

Jane Evans, MCIfA: regularly sees archaeological companies supporting field archaeologist to get membership as part of the CSCS requirements. This was not the same for finds specialists and she was concerned that Chartered Archaeologist would have the same restrictions. She urged CIfA to think carefully about supporting women and specialists to get Chartered archaeologist status.

Laura Templeton, MCIfA: needed CIfA to convince her that 8 years was worth investing in to get Chartered Archaeologist. In addition, she would like CIfA to set out and show how it was supporting all members, especially in local authorities.

Kate Geary made another point of clarification. She encouraged members to not get preoccupied with timeframes. There was no set time frame in the Chartered Archaeologist proposals. It was about demonstrating that individuals can meet a competent standard.

Peter Hinton, MCIfA: throughout his career he has been committed to ensuring archaeology is a grown up, respected profession. In his view, he thinks that we have been making a lot of progress in convincing others that this should be the case but not making progress in convincing ourselves. The Institute was Chartered but the profession was not. The profession cannot be chartered unless CIfA could award Chartered Archaeologist, and there has been this mismatch for 5 years. He realises there are a lot of concerns; some were about the Chartered Archaeologist proposals and some were not. He thinks there seems to be a misunderstanding about what was proposed, and we have spent time and money on this because we have been instructed to at previous AGMs. The Institute has been campaigning for local government and advocacy and put a lot of work into this. The proposal is designed so that we all gain – the chartered brand is recognised; it works for other professions
of them) so why can't it work for archaeologists? In our debate we need to reflect the facts and show that archaeologists deserve a chartered profession.

Naomi Trott, MCIfA: has been surprised that she found the decision hard to make. Overall, she thinks it was an important thing to help us work in the wider context and to collaborate with others.

Andrea Burgess, MCIfA: was involved in career development in her role. She thinks we should be concerned about all the issues individuals have raised but said that the vote was about the profession not individuals. She thinks there are protest votes being cast and issued a note of caution in doing this.

Jenny Wylie, ACIfA: thinks that Chartered Archaeologist will put us in equal standing to other professions. In her role she was often the only non-chartered individual in a meeting room. She also made a point about the early career professionals in her organisation. The hardest question she has to answer from them is when can they be chartered? It is unacceptable that her archaeological employees cannot achieve this accreditation when their counterparts, who follow the same training programmes, can.

Stephen called discussion to an end and to move to a vote. Kevin Wooldridge requested to speak to the motion. The meeting agreed that Kevin could speak but that this would be the last comment from the room.

Kevin noted that the Equality and Diversity group put forward comments on the Chartered Archaeologist proposal in 2017. As far as he could see, none of these had been taken on board. He would like a policy in place that Chartered Archaeologist will not become elitist. He requested that the equality and diversity issues were dealt with and that the qualifying periods were looked at. He also requested that the policy would be reviewed to check demographics. Chartered Archaeologist should be available from the bottom up and this doesn't seem to come across in the proposals.

Kate again made a point of clarification. She had met with the Chair of Equality and Diversity group after the comments had been received from the Group in 2017. She and the Chair had gone through these in detail to ensure they were taken onboard. She was disappointed to hear that this meeting was not fed back to the rest of the group. CIfA does intend to do an equality audit on the proposals and this will also be picked up as part of the equality and diversity working group activities via Advisory Council.

Stephen called discussion to a close. Stephen checked whether all members eligible to vote had a voting card. He explained how the process for voting would work and reiterated that we require 75 per cent of those voting yes or no to pass this resolution. Abstentions will not count in this percentage.

Completed cards were collected in the box at the front of the room. Staff would count the votes on the cards and add these to the votes submitted online.

Kate and Alex returned with the results of the vote.

Stephen read out the results to the room.

- online votes: 375 yes; 374 no
- from the room: 100 yes; 16 no
- total votes: 475 yes; 390 no
This resulted in 55 per cent of accredited members voting in support of the resolution. We needed to achieve 75 per cent in favour and therefore the resolution failed.

The Board would digest the result and reflect on these. Their next meeting was due to take place in early May.

Stephen called the meeting to a close.
Candidates for election to the Board of Directors

In alphabetical order

Name: BOLTON, David
Membership grade: ACIfA
Contact email: 71
Position standing for: Honorary Treasurer
Nomination supported by: Duncan Hawkins MCIfA, Victoria Donnelly MCIfA, Chris Mayo MCIfA

Please explain why you are interested in being elected to the Board of Directors

I cut my teeth ‘digging’ in the early 70s and supported the promotion of an institute at during my undergraduate (Archaeological Sciences) and masters (Computing) days at Bradford University, and afterwards while working at the then Department of Ancient Monuments and Historic Buildings AM Lab. I became an AIfA shortly after the establishment of the IfA in 1993.

In the mid-80s my career moved away from archaeology into safety critical software design and after taking an MBA, I held management positions in consultancy companies in process engineering, safety and environmental risk assessment, and technical and operational training; with the last 10 years being in product safety consultancy. Although largely not employed in archaeology, throughout my career I have worked with and alongside members of many different professional institutions and in this context being a member of a professional institution has served me well.

After being a fairly passive supporter of the institution for 30 years, I was spurred to become more actively involved by the achievement of the Royal Charter and have been supporting the London Area Group as Hon Secretary since September 2016, represented the LAG on Advisory Council and was coopted as Hon Treasurer in November 2018.

I believe strongly in Archaeology as a profession while advocating the transferability skills and ethics.

What skills and experience do you have that are relevant to being a member of the Board of Directors

Since receiving my MBA in the early 90s I have been predominantly involved in the management of consultancy companies. My experience includes project management, marketing and strategic management, commercial management, financial management and reporting, and general management roles. As general manager of a UK subsidiary of a European company I was instrumental in delivering significant change; leading and motivating staff, designing and adapting business processes across all operational areas from human resources to accounting, and responsible for compliance with statutory requirements relating to employment, corporate governance, reporting etc.

I have been a board member, director and or company secretary of a number of companies since the mid-90s giving me strong financial, planning, reporting and governance skills which I have been able to bring to CIfAs Board since being coopted as Hon Treasurer, and hope to be able to continue to do so for a further 3 years.
Name: JOHNSON, Melanie  
Membership grade: MCIfA  
Contact email: mjohnson@cfa-archaeology.co.uk  
Position standing for: Ordinary Board member  
Nomination supported by: Bruce Glendinning MCIfA, Mhairi Hastie MCIfA, Christina Hills ACIfA

Please explain why you are interested in being elected to the Board of Directors

CIfA membership has been a central plank of my professional career. I joined as a postgraduate in order to demonstrate competence and professional standards when carrying out research projects, and it has remained a core part of my working life, through my employer’s status as a Registered Organisation and through my previous involvement with the Scottish Group. I have been directly involved with CIfA since 2011, as a committee member (and Hon Secretary) of the Scottish Group from 2011-2016.

I have been a member of the Board since 2016 and am keen to stand for another term. It has given me a real insight into the work of CIfA and the needs and concerns of archaeologists from all parts of the profession.

I am also keen to ensure there is continued representation on the Board from members working in Scotland; in Scotland we have a high take-up of CIfA membership within the profession, and I would like to ensure, alongside the Scottish Group, that the voices and concerns of those working in Scotland are heard at the governance level within CIfA.

What skills and experience do you have that are relevant to being a member of the Board of Directors

I have been working as an archaeologist in Scotland since 1996 and have been a member of the IfA/CIfA since 1999. I am currently the fieldwork Project Manager and the Head of Post-excavation Services at CFA Archaeology Ltd. I have, therefore, worked in commercial archaeology in Scotland for 20 years, progressing from Site Assistant, to Project Officer, to Project Manager, with in-depth knowledge of the contracting sector and of post-excavation work, including as a pottery specialist, and I have a wide variety of contacts within the profession across Scotland. As a Member of CIfA, I incorporate the Standards and guidance into my daily working practice and have a wide range of skills of relevance to the Board.

I was the Hon Secretary of the Scottish Group committee 2011-2016, and have been a Board member since 2016. Through my involvement with the Scottish Group and the Board, I have represented CIfA at various events, contributed to consultations, been involved in Registered Organisation inspections, and assisted with provision of CPD training events. I have also previously been a Trustee of Archaeology Scotland and therefore have a good understanding of the responsibilities of a governing Board. I believe this is a good grounding for the hard work and commitment that will be necessary for being an active member of the CIfA Board.

Name: ROBINSON WILD, Esther  
Membership grade: ACIfA  
Contact email: esther@robinsonwildconsulting.co.uk  
Position standing for: Ordinary Board member  
Nomination supported by: Gerry Wait MCIfA, Suzanne Lilley MCIfA, Paul Belford MCIfA

Please explain why you are interested in being elected to the Board of Directors

As a historic environment practitioner, I strive to promote professionalism in archaeology through the work that I undertake and how I engage with my clients and stakeholders. Given the opportunity
and/or the appropriate medium, I aim to make people aware of CIIfA, my accreditation and the Regulations, Standards and Guidelines. I was co-opted onto the Board in February and I am also the Treasurer of the CIIfA Buildings Archaeology Special Interest Group. These are fulfilling roles that I enjoy and I hope evidence my personal commitment to the work of CIIfA. I was prompted to put myself forward for consideration for BAG committee membership because of the group’s targeted actions and initiatives which focus on promoting wider engagement and participation in the built historic environment. The historic environment is undergoing constant change as are working practices and I am interested in how CIIfA continues to respond to change particularly through its strategic vision, advocacy and engagement. I would very much welcome the opportunity to continue to be an active participant in these areas as a member of the Board and continue to contribute to CIIfA’s important work in a more enhanced and involved way. I further see membership of the Board as an opportunity to raise the profile of buildings archaeology within our profession, CIIfA and the wider historic environment sector.

**What skills and experience do you have that are relevant to being a member of the Board of Directors**

I am an experienced historic environment practitioner who also benefits from over 10 years’ experience as a Financial Analyst working primarily within real estate finance and capital markets for various market participants, including major banks. An important part of this work involved conducting robust assessments of assets under management based on a thorough understanding of the risk environment through analytics, evaluation and treatment. Thinking strategically with risk and compliance in mind has been a key success factor in both my finance and historic environment careers and in the former, resulted in maintaining strategic clients often throughout very sensitive processes. I understand the duties placed on a Board Member to be risk and compliance-focused and I would like to contribute my skills and experience in this area to benefit the Board and CIIfA as a whole. I am currently an independent practitioner, however from time to time I also partner with others on projects. I believe that that my ability to work collaboratively, positively and productively has contributed to the success of these projects and maintaining beneficial partnerships.

I enjoy meeting new people and actively network within the historic environment sector where I have made good contacts and partnerships. I also still maintain relationships and network within the real estate sector as there is a cross-over with my day-to-day work. I have at times experienced a perception that archaeology is considered a hindrance to development rather than an opportunity. I am therefore an enthusiastic (and hopefully successful) promoter of advocacy and engagement within both the real estate and historic environment sectors. In this regard, my objectives are very much aligned with CIIfA’s advocacy objectives.

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**Candidates for election to the Advisory Council**

*In alphabetical order*

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<thead>
<tr>
<th>Name</th>
<th>FARNELL, Alex</th>
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<tr>
<td>Membership grade</td>
<td>MCIfA</td>
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<tr>
<td>Contact email</td>
<td><a href="mailto:alexfarnell@gmail.com">alexfarnell@gmail.com</a></td>
</tr>
<tr>
<td>Nomination supported by</td>
<td>Stephanie Knight MCIfA, Naomi Payne MCIfA, Helen Smart ACIfA</td>
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**Please explain why you are interested in being elected to the Advisory Council**

I am interested in being elected to the Advisory Council because I am a strong supporter of the ideals and principles of CIIfA and I believe passionately that a strong professional institute is vital in order for archaeology and heritage to develop and improve as a profession.
I am confident that it is to the benefit of professionals working in the heritage sector, their clients and the public, that CIfA continues to strengthen its membership and enhance its authority. As it does this it is also vital that CIfA maintains, improves and communicates its relevance to its membership and listens to the voices of members working in the profession.

In seeking election to the Advisory Council I believe that I will be in a position to express a balanced point of view, informed by 18 years of working for commercial archaeological contractors. I would use the opportunity of being on Advisory Council to be an advocate for members interests and concerns by continuing to listen and communicate with colleagues. I would also be encouraging CIfA to not only perform the important function of protecting the public, but to also offer practical and workable guidance and fair procedures for its members.

Finally, I would consider it a privilege to positively contribute to the decision-making processes of CIfA and to use the benefit of my experience to feed back into the development of our profession.

What skills and experience do you have that are relevant to being a member of the Advisory Council

My experience as an archaeologist working in commercial fieldwork units over a period of 18 years is highly relevant to being a member of the Advisory Council and I am in a good position to represent the interests of the membership. I feel that I have a good understanding of the needs and aspirations of a large proportion of the membership, whilst also having an appreciation of the pressures on organisations and employers.

In my roles as a fieldwork project officer, and now consultant, I have acquired a range of skills which are relevant to the requirements of the Advisory council. Both team leadership and project management have developed my ability to balance competing requirements, using good, independent judgment and creative thinking to find compromises and solutions.

Working as part of a team on complex projects has given me the ability to communicate effectively with openness and honesty. It has also made me understand the importance of being respectful of others, valuing their experience and viewpoints, while still being prepared to speak my mind.

My current role demands professionalism and personal integrity. I fully understand the importance of maintaining confidentiality and I am confident that I can to adhere to the high standards of personal conduct expected of a representative of CIfA.

I understand the strategic direction of CIfA and support its work. I believe, through the combination of my industry experience and professional skills, I will offer the Board of Directors considered and balanced advise.

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<th>Name</th>
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<td>Membership grade</td>
<td>PCIfA</td>
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<tr>
<td>Contact email</td>
<td><a href="mailto:cgibbs@mola.org.uk">cgibbs@mola.org.uk</a></td>
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<tr>
<td>Nomination supported by</td>
<td>Sadie Watson MCIfA, Claudia Tommasino ACIfA, Sarah Trehy ACIfA</td>
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Please explain why you are interested in being elected to the Advisory Council

I have been working as a field archaeologist in commercial archaeology for over 12 years and have been involved with CIfA and the Diggers’ Forum for the last 5. In that time, I hope I have helped to achieve a fair amount to ensure that the Diggers’ voice is heard but I think CIfA can, and should, be doing more.
I am hoping that as part of the Advisory Council and Diggers’ Forum I will be able to assist CIfA in better communication with all of its members, ensuring that they are aware of what CIfA is doing for them, and equally that the voices from the field are accurately represented. This is especially important this year as CIfA will be putting together it’s new Strategic Plan, and what it’s focus should be going forward.

**What skills and experience do you have that are relevant to being a member of the Advisory Council**

I have been on the AC for the past 5 years, first as the Digger’s Forum Group Rep, and then as an elected member. I am currently the Vice Chair of the Advisory Council, and having already served 5 years this would be the last year that I am able to be on the Council. I am involved with a few of CIfA’s committees so I think I have a good understanding, and a relatively balanced view, of what is involved and I am more than happy to volunteer my time.

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<th>Name</th>
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<td>MCIfA</td>
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<tr>
<td>Contact email</td>
<td><a href="mailto:HollandArchaeology@gmail.com">HollandArchaeology@gmail.com</a></td>
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<tr>
<td>Nomination supported by</td>
<td>Catherine Gibbs PCIfA, Steve Allen MCIfA, Robert Janaway MCIfA</td>
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**Please explain why you are interested in being elected to the Advisory Council**

I am currently the Chair of Advisory Council and believe that Advisory Council provides an essential link between the members of the Chartered Institute and the Board of Directors. I see the role of the Advisory Council as twofold: firstly, representing the broadest cross section of CIfA’s members when offering the Board informed, well considered and balanced opinion as to the direction the Institute should follow; and secondly, as an avenue through which the membership can bring significant issues within the profession that they believe we as an institute should be responding to.

To do this the Chair of Advisory Council, needs to ensure that:

- Advisory Council is truly representative of the full membership;
- CIfA Members have confidence to raise concerns with AC and that their concerns are understood, considered promptly and acted upon;
- discussions of the Advisory Council are well managed to ensure all points of view are heard;

As Chair of the Advisory Council since 2016 I have been a passionate advocate for the importance of Advisory Council to ensure the Chartered Institute is responsive to and representative of the full CIfA membership.

I welcome any CIfA member to contact me via email with questions and especially if you have issues within the profession you believe Advisory Council should consider.

**What skills and experience do you have that are relevant to being a member of the Advisory Council**

I have been a member of the Institute since 2008 and of Advisory Council since its establishment at the launch of the Chartered Institute, I was elected Chair of the Advisory Council in February 2016. I have served as Vice-Chair of the Validation Committee, secretary of both the Forensic Archaeology SIG, and Forensic Archaeology Expert Panel. I believe these and other previous committee positions provide the experience to allow me to be an effective member of the Advisory Council.

I am a Research Fellow working in a University department on digital heritage and sustainable development, but I have also run my own business providing professional services in forensic archaeology and have previously worked in commercial archaeology. I therefore have multiple...
perspectives on the profession and feel this helps when facilitating balanced discussion in Advisory Council meetings.

I am a member of the Forensic Archaeology, Osteology, Finds, Graphics, GeoSIG, Maritime Affairs and Research and Impact Groups.

Name | ILIFF Elspeth  
Membership grade | PCIfA  
Contact email | Eiliff@worcestershire.gov.uk  
Nomination supported by | Cat Gibbs PCIfA, Peter Lovett ACIfA, Richard Bradley MCIfA

Please explain why you are interested in being elected to the Advisory Council
I am interested in being elected to the Advisory Council in order to help provide better representation of the more junior, digger and PCIfA level members. The recent changes in CSCS card rules have significantly increased the number of diggers joining CIfA and this shift in the weighting of CIfA members presents a greater need for representation of these groups. The result of the recent vote on Chartered status suggests a disconnect between the different levels of CIfA members and concern about the proposal. I feel that more involvement from diggers is crucial in helping CIfA improve the industry for everyone and I am willing to volunteer my time to help achieve this.

What skills and experience do you have that are relevant to being a member of the Advisory Council
I have been employed as a field archaeologist at Worcestershire Archaeology since 2015 having started as a trainee undertaking the NVQ level 3 qualification in Archaeological Practice. Throughout this time I have worked with archaeologists from a number of different commercial units. I have attended the CIfA conference a number of times and have taken part in discussion workshops on various issues including inclusion and ethics.

Name | KENNEDY Hannah  
Membership grade | PCIfA  
Contact email | Hannahsmetana84@gmail.com
Hannah.kennedy@historicengland.org.uk  
Nomination supported by | Eleanor Winter PCIfA, Amy Wright PCIfA, Olaf Bayer MCIfA

Please explain why you are interested in being elected to the Advisory Council
As the Graphic Archaeology Group representative, I have been attending Advisory Council for three years. I love participating in the discussions and contributing to the decision-making processes of the Institute. I have decided to become an elected member to further support the good work of the Council, and to force further participation from my Special Interest Group – I genuinely find it to be one of the most rewarding activities I carry out and hope to share the fun.

What skills and experience do you have that are relevant to being a member of the Advisory Council
As an experienced attendee I am familiar with the importance of the Advisory Council in informing the board and representing the varied membership. I have eleven years’ experience in commercial archaeology and now work as Graphic and Photography Manager at Historic England, which grants me understanding to both the commercial and non-commercial perspectives. Coming from a specialist background (archaeological illustration) via fieldwork means that I instinctively assess statements and proposals for resilience from a number of perspectives. I am also hugely enthusiastic, love coming up with ideas and relish the opportunity to think around issues.
Please explain why you are interested in being elected to the Advisory Council
I have been involved with CfA activities for some years now, for the last 6 years sitting on the Archaeological Archives Group, the last two of which I have been Chair. In advance of my second term on the AAG committee ending in March 2019, I stood for co-option to the Advisory Council in order to continue supporting CfA activities.

In my recent professional life I have been focussing on standards and best practice in archaeological management, both as Chair of the AAG and with many of the freelance consultancy projects I have been commissioned to undertake. I would be keen to remain on the advisory council in order to promote this work further and support a sustainable future for the profession.

What skills and experience do you have that are relevant to being a member of the Advisory Council
I have a wide and varied background in commercial archaeology and heritage consultancy, working for 15 years within commercial archaeology before moving into the academic department at the University of Birmingham. As a Research Fellow I focused on the enhancement of archives and published research data from the closed commercial archaeology unit Birmingham Archaeology. This role facilitated a substantial network of contacts and an authoritative knowledge of the complex interplay between commercial units, heritage organisations, academic institutions, digital repositories and the museum sector. My recent consultancy work on projects such as the Gloucestershire and Hertfordshire deposition policy documents, the West Midlands Museum Networks sustainable archives project, and the British Institute for the Study of Iraq appraisal scheme has moved my focus towards policy, best practice and the promotion of a sustainable future for the archaeology profession.

My work across and between sectors, and specifically the collaboration with external cultural partners such as museums has led directly to the research questions for my PhD thesis. My research focuses on the value, use, impact and sustainability of commercially derived archaeological archives within the museum sector.

Through my background in large scale project management, my current academic research activities grounded in the use and value of material culture, collections and archives, and my involvement with various professional groups, national bodies such as the Archaeological Archives Forum (on which I represent CfA) and museum organisations (SMA, WMMD), I believe I would be a valuable member of the CfA Advisory Council.

Please explain why you are interested in being elected to the Advisory Council
I have long experience of archaeology and archaeological heritage management, covering a broad range of subjects and kinds of activity.
I left full-time employment in 2017, and now have some time which I would be able to (and would like to) devote to supporting the work of the Institute.

Professional archaeology is, I believe, facing a number of significant challenges at present, and I would like to be part of a body which is able to shape the profession’s responses to these challenges.

**What skills and experience do you have that are relevant to being a member of the Advisory Council**

I believe I have the following skills and experience which are relevant:

- wide archaeological experience, gained across a range of subject areas and types of activity over many years (much of it gained while working in a number of senior positions in a national heritage agency).
- substantial experience of formulating or advising on policy.
- a good knowledge of the sector and of the organisations of which it is made up, and a wide network of contacts.
- strong links with the academic sector.

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<tr>
<th>Name</th>
<th>WATSON Sadie</th>
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<td>Membership grade</td>
<td>MCIfA</td>
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<td>Contact email</td>
<td><a href="mailto:swatson@mola.org.uk">swatson@mola.org.uk</a></td>
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<tr>
<td>Nomination supported by</td>
<td>Ken Pitt MCIfA, Anthony Mackinder MCIfA, Alexander Coogan PCIfA</td>
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**Please explain why you are interested in being elected to the Advisory Council**

The next few years will be important for CIfA as the new Strategic Plan is developed. This needs to have an ongoing focus on developing equality and diversity guidance and procedure both internally and across the sector more generally, and I feel I can contribute to that.

I also feel strongly that CIfA’s committees and Council should be fully representative of its members. Attendance at meetings is challenging for many colleagues who work in field archaeology, so historically we have been proportionally under-represented. I will continue to consult with my colleagues over matters concerning them and the profession, bringing these issue to Advisory Council.

**What skills and experience do you have that are relevant to being a member of the Advisory Council**

I have sat on Advisory Council for 3 sessions over many years and also represented Prospect union at Industry Working Group meetings. I have also been on CIfA Working Parties for Equality and Diversity; and Wellbeing. I am used to collaborating with colleagues from across the sector and beyond and have established networks for positive working relationships.

I have been engaged in widening participation in archaeology with CIfA’s NVQ assessment team and helped to develop the Trailblazer Apprenticeships. I currently represent the profession on the T Level Panel, developing an alternative to the old A level in Archaeology.
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<tr>
<th>Name</th>
<th>WISEMAN Rob</th>
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<td>Membership grade</td>
<td>MCIIfA</td>
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<tr>
<td>Contact email</td>
<td><a href="mailto:Rdw42@cam.ac.uk">Rdw42@cam.ac.uk</a></td>
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<tr>
<td>Nomination supported by</td>
<td>Ricky Patten MCIIfA, Oscar Aldred MCIIfA, Louise Moan MCIIfA</td>
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**Please explain why you are interested in being elected to the Advisory Council**
I have been a member of Advisory Council for the past three years. I would like to be elected for a further three years, as I want to see the following priorities delivered for members:

1. A long-term pay deal (3-5 years duration) agreed between CIfA, FAME and Prospect, to substantially improve archaeologists’ pay, and provide much more financial certainty to both units and individual members
2. Making CIfA standards more concrete and specific, so it is much clearer what is expected professional practice
3. Finding ways to protect members who report bad practice. Archaeology is a small place and whistleblowers understandably feel vulnerable. The profession needs to find a way to protect who do the right thing by reporting bad practice
4. Improving CIfA application and upgrade processes - the current system is baffling and unrewarding, and applying online is painful

**What skills and experience do you have that are relevant to being a member of the Advisory Council**
I have been a member of the Advisory Council for the past three years. I have been a Prospect union representative. I am a Project Officer with Cambridge Archaeological Unit, and before that worked for six years with Oxford Archaeology. I ran my own business for eight years, and before coming to archaeology, I have held director roles in multinational companies.