

## Diggers' Forum AGM

2pm

Saturday 7 September 2013

Upstairs, Old Kings Head,  
Kings Head Yard, 45-49 Borough High Street  
London SE1 1NA

### Minutes

**Present:** Cat Gibbs (CG), Chiz Harward (CH), Sophie Jennings (SJ), Mary Neale (Treasurer) (MN), Sadie Watson (Secretary) (SW).

1.	Apologies	Action
	Andy Towle, Jez Taylor	
2.	Minutes of last meeting	
	The minutes of the last AGM (held in 2011) were passed by the Committee	
3.	Matters Arising	
	<p>We now have over 700 members, only one of which is a non-IfA member. More work needed to recruit non-IfA members. Also would be good to know how many other SIGs have non-IfA members.</p> <p><b>ACTION: SW – ask IfA HQ to ask for details</b></p> <p>Survey data – report was written and published. More than 1000 downloaded. Some positive results but still work needed on recommendations.</p> <p>Minima – remains an ongoing battle for DF reps on Council.</p> <p>Conference and social event at 2012 IfA Conference – was organised but won't be repeated due to small numbers of DF membership able to attend.</p> <p>DF representation on IfA Committees – still trying to get onto RO Committee.</p>	<b>SW</b>
4.	Chair's Report	
	Current Acting Chair Gwyl Williams unable to attend meeting	
5.	Secretary's report	
	SW gave a brief report: Committee remains at 4 members, and it is proving difficult to get us all in the same place for regular meetings; we are one of the largest SIGs with over 700 members; we still have our email list of 50 volunteers who helped with beta testing the CPD survey; we have 2 reps on	

	IfA Council, 1 on the Professional Development and Practice Committee, 1 on Membership Appeals Committee; we are organising a Conference jointly with Prospect in November 2013	
6.	<b>Treasurer's Report</b>	
	<p>MN presented the budget. All books are balanced nicely and we now have the additional Events budget to utilise for events such as Conferences. The IfA are contributing £300 to the November Conference, which we will use to supply travel costs to DF members, and David Connolly of BAJR as he is a speaker. Main expenditure remains travel to Committee meetings. CH still waiting for an expense claim for stationery supplies. MN confirmed that the SIG Treasurers now sign off expense claims, so they can be processed quickly at IfA HQ.</p> <p>Budget approved by Committee.</p> <p><b>ACTION: put news about expenses budget for Conference onto FB page and via email from IfA to DF members, ask for applications for expenses. MN to email Alex at IfA.</b></p>	<b>MN</b>
7.	<b>Election of Committee Officials</b>	
	<p>Chair: MN proposed by SW, seconded by SJ: MN elected</p> <p>Secretary: SW proposed by CH, seconded by MN: SW elected</p> <p>Treasurer: SJ proposed by MN, seconded by CH: SJ elected</p>	
8.	<b>Election of Committee</b>	
	<p>Gwilym Williams proposed by CH, seconded by MN: GW elected</p> <p>CG proposed by SW, seconded by CH: CG elected</p> <p>CH proposed by SJ, seconded by MN: CH elected (and continues as Newsletter Editor)</p> <p>More members needed for Committee though</p> <p><b>ACTION: SW to email volunteers and ask if anyone wants to join Committee.</b></p> <p><b>ACTION: SW to email DF volunteers to ask same.</b></p>	<b>SW SW</b>
9.	<b>The Year Ahead: Support for IfA Council election candidates</b>	
	<p>We have 2 DF Committee members standing for Council this year: MN and SJ. We can garner support for them.</p> <p><b>ACTION: SJ to enquire about electronic voting for future elections to increase numbers of IfA members actually voting.</b></p> <p><b>ACTION: CH to email IfA about DF support for candidates. (PMN: Done: CH drafted email and and MN emailed Alex)</b></p> <p><b>ACTION: MN put support onto DF Facebook page (PMN: Done)</b></p> <p><b>ACTION: Someone to circulate questions to other candidates (PMN: Done – questions drafted and sent to IfA)</b></p> <p><b>ACTION: SJ volunteered to tweet on behalf of DF. SW to email Manda and ask for access to twitter account for SJ.</b></p>	<b>SJ  CH/MN  MN MN  SW</b>
10.	<b>The Year Ahead: Newsletter format and online presence</b>	
	<p>Newsletter very important as reaches large numbers of people but hard to organise. CH asked if format could be changed slightly, to allow a blog to be updated on a regular basis and then the articles collated into seasonal hard copy to be emailed as currently happens. Committee agreed is a good idea; we need to talk to IfA about format etc, and also about better access to IfA website as promised a year or so ago.</p> <p><b>ACTION: CH to contact Manda.</b></p>	<b>CH</b>
11.	<b>The Year Ahead: Training and CPD Survey</b>	

	<p>CH has started to look at the data and ‘clean it up’ so that we can do the analysis. We had 250 replies, of which 210 were completed surveys. We agreed to divide the sections up between us to share the workload; Gwyl did have a couple of volunteers for this. CH is talking about the survey at the Conference in November.</p> <p><b>ACTION: CH to circulate sections and Committee to choose sections for analysis.</b></p> <p><b>ACTION: CH to contact Gwyl about using his volunteers.</b></p>	<p><b>CH, All</b></p> <p><b>CH</b></p>
12.	<b>The Year Ahead: SIG input into competency matrices for Corporate Grades</b>	
	<p>SWc explained that all the SIGs with a professional specialisation have been asked to provide various levels that people would be expected to achieve before they gained specific grades (eg PiFA, MiFA). Committee discussed potential problem with this: if we identify skill levels that PiFAs should be and they don’t hit the levels then would employers cease to pay them the PiFA minima? Training and CPD should count but it can’t be an excuse to invent a new ‘trainee’ grade that pays below the current PiFA minima.</p> <p><b>ACTION: SW to clarify situation with IfA, and also to get further info on the Pathway to PiFA scheme</b></p>	<b>SW</b>
13.	<b>The Year Ahead: Supporting IfA Minima</b>	
	<p>There are still no set criteria as to how employers who can’t pay the minima should be sanctioned, the Working Party has not met that regularly and national negotiations seem to be a pipe dream given that both FAME and Prospect are reluctant to enter into national pay deals (understandably). The minima for 2014 will be decided at the November Council meeting, and the Working Party won’t be able to make any specific recommendations, but rather just suggest a series of possible solutions and the Council will have to hold the annual ‘heated debate’ until a majority are happy with a particular suggestion.</p> <p><b>ACTION: SW and CH remain on the Working Party, and as many DF reps as possible to attend the November Council meeting to ensure our views are represented.</b></p>	<p><b>SW, CH</b></p> <p><b>MN, SJ</b></p> <p><b>(if elected to Council)</b></p>
14.	<b>A.O.B.</b>	
	<p>MN outlined a new method of online training and CPD that she and Alex have been discussing. Sounds like a great idea, even the possibility of gaining credits with each module so the skills will be recorded and transferable.</p> <p><b>ACTION: MN to continue discussions with Alex</b></p>	<b>MN</b>
	<p>CH said that the Archaeology Training Forum have been in touch and wanted some DF input into their training ideas – they may also have grants and funding available for us to tap into, but attending regular meetings will be difficult for the existing DF Committee.</p> <p><b>ACTION: CH to report back if further information is forthcoming.</b></p>	<b>CH</b>
	<p>CH reported on several complaints about freelance rates and sketchy trainee positions. He has had some success, after reporting issues in JIS to IfA and getting adverts changed.</p>	
	<p>November joint Conference with Prospect: on subject of Pay and Training. To be held at MoLA’s offices on Saturday 2nd November. CH is speaking and SW chairing a session, Kate Geary of IfA also speaking. We have £300 from the central IfA Events budget and can offer travel expenses to DF members.</p>	

	<p>The Committee agreed that a big vote of thanks was due to Gwyl for all his hard work as outgoing Chair. In particular we are grateful for his hospitality in Oxford when he kindly hosted a Committee meeting complete with home cooked lunch and kids' entertainment.</p>	
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