

**Minutes of the Annual General Meeting of the
Forensic Archaeology Special Interest Group
Kidwelly Room, Mercure Holland House Hotel, Cardiff
17:30 15th April 2015**

Present:

Andy Holland (Secretary); Kirsten Holland; Tim Howard; Rob Janaway (Chairman); Jennifer Parker-Wooding; Robin Turner.

1. Welcome and Opening Remarks

Rob Janaway welcomed the attendees to the fifth AGM of the Forensic Archaeology Special Interest Group of the Chartered Institute for Archaeologists.

The Chair confirmed with Tim Howard and Jen Parker-Wooding that the meeting was quorate (Quoracy being 5 members of the SIG).

2. Apologies for Absence:

Martin Benetto; Mike Groen; Karl Harrison; Roosje De Leuwe; Peter Masters; Jennifer Miller; Natasha Powers; Alastair Ruffell; Andrea Scott; Lucy Sibun; Barrie Simpson; Caroline Sims; Jon Sterenberg; Caroline Sturdy-Colls (Treasurer); Andrew Wilson; Alexandria Young;

3. Chair's Report

The Chair of the group gave a summary of the activities of the group over the year and highlighted some challenges the executive faced over the year.

The Chair discussed several areas of advocacy work he and other members of the committee had participated in representing Forensic Archaeology.

The Chair briefly noted the Forensic Archaeology Student Conference being planned by himself and the Secretary on behalf of the Special Interest Group for October 2015 and noted that the Secretary would provide more details in his report.

The Chair's report was accepted on a general consensus.

4. Treasurer's Report and Statement of Accounts

The Treasurer was unable to attend the meeting and had sent her apologies.

The Secretary has asked the Treasurer to provide a report and accounts so the meeting could approve the accounts.

The Secretary committed to circulating the Treasurer's report and accounts to all SIG members as soon as it was received.

The Chair noted that as far as he was aware we had not submitted any expenses this year and therefore the accounts are unlikely to show any expenditure. He further noted that much of the afore mentioned advocacy work had been carried out at the expense of central ClfA funds as it was part of a wider advocacy work by the Chartered Institute. Jen Parker-Wooding committed to check the SIG's spending with ClfA finance and report back to the committee.

5. Secretary's Report

The Secretary had prepared synopsis for Chair on the Group:

i) Membership

As of the beginning of April, membership of the Forensic Archaeology Special Interest Group was made up of:

439 ClfA members and 3 non-ClfA members

These break down as:

161	Student Members
99	Affiliate Members
46	Practitioner Level Members
49	Associate Level Members
84	Member Level Members.

This represents an increase in overall membership, but with a decrease in the number of non-ClfA who pay £10 per year to join the group. Some of this is probably due to those members joining the ClfA but some will have been lost due to the relatively low activity of the group this year.

The number of Student and Affiliate members is significant and is part of the reason Chair and the Secretary are so keen to run a Student Conference in October.

ii) Meetings:

The group had held less meetings than initially planned in 2014/15 as the originally planned Student Conference to be held in the South/Midlands area had not been possible.

The SIG meeting in conjunction with the ENFSI Project Group for Forensic Archaeology (which the SIG and the Expert Panel members had been instrumental in setting up and supporting) had been successfully held at Cranfield University in August 2014.

The Secretary outlined the plans to run the Student Conference at Bradford University with a provisional date of the weekend of the 16-17th October 2015 and that the conference is hoping to offer both an opportunity for Student members and recently graduated students to present their research as well as to offer sessions with more established members of the profession. In addition we hope to use the event to offer CPD and guidance to students and affiliates on the 'Pathway to Practitioner' level membership with support from the ClfA staff.

As soon as a date is confirmed the Secretary will be announcing it to the membership as well as putting out a call for papers.

The Secretary's report was accepted on a general consensus.

6. Election of Officers

The Secretary outlined that as all the committee positions were limited to 3 year terms and that members could only serve 2 consecutive 3 year terms without a break the following committee positions were due for election (as outlined in the notice of election to members previously circulated):

Chair

4 x Ordinary Executive Committee Member without portfolio.

Nominations had been received as follows.

Chair:

Only one nomination had been received, that being for

Rob Janaway (MCIfA) Nominated by Andy Holland, Seconded by Andrew Wilson and Peter Masters.

As there were no other candidates Rob Janaway would be elected by default to the position unless there were any objections from the meeting. No objections were raised and Rob Janaway was re-elected to the position of Chair for a second three year term.

Ordinary Executive Member without portfolio positions:

Two nominations had been received, those being for:

Alexandria Young (Affiliate member) Nominated by Karl Harrison Seconded by Nicholas Marquez-Grant and Laura Evis

Caroline Sims (PCIfA) Nominated by Peter Masters, Seconded by Andy Holland and Rob Janaway

As the number of candidates was less than the number of vacant positions, both candidates would be elected by default unless there were any objections from the meeting. No objections were raised and both candidates were elected to the position of Ordinary Executive Committee Member without portfolio for a three year term.

Jen Parker-Wooding clarified that we as a committee could co-opt members in order to fill the remaining 2 vacant positions if we so wished.

7. Vote of Thanks for Retiring Committee Members

The Chair and the Secretary noted that the following members of the Executive Committee had either come to the end of their second three year term or had chosen not to re-stand for a second term.

Peter Masters
John Hunter
Paul Cheetham

The Chair and Secretary proposed a vote of thanks to these committee members for their work on the committee over the last term of office.

Meeting agreed on a general consensus.

8. Update on Standards and Guidance for Forensic Archaeology.

The Secretary outlined the current plan to update the ClfA Standards and Guidance for Forensic Archaeology in collaboration with the two authors of the original Standards and Guidance (Lucy Sibun and Natasha Powers). The plan incorporates consultation on any changes with both the Special Interest Group members, Forensic Archaeology Expert Panel members, PD&P committee and the Advisory Council of the ClfA.

The Chair noted that he had agreement from the new UK Forensic Regulator to co-badge the new Standards and Guidance in the same manner as the previous Standards and Guidance.

The Chair outlined the need to ensure the Criminal Procedure Rules relating to disciplinary processes and declaration of any disciplinary action are incorporated into the new Standard and Guidance and Tim Howard noted that a similar issue had been raised by Geoff Adams of the Home Office during consultation on the Geophysics Standards and Guidance, noting also Geoff Adams willingness to help and support in the drafting of any update to Standards and Guidance relating to Forensic work.

Meeting agreed on the approach on a general consensus.

9. Any Other Business

The Secretary and the Chair both noted at this point that the original outline of 3 meetings a year may have been over-ambitious for the group in its first few years and asked that the full executive committee re-examine this to ensure we don't commit ourselves to a schedule that is unachievable.

Meeting agreed on a general consensus.

10 Date of next Annual General Meeting

The next AGM is proposed to be held during the ClfA conference in 2016 scheduled to be at Leicester University between 20th and 22nd April 2016

A specific date will be announced at least 30 days prior to the conference.

More information about the 2016 conference is available via the ClfA website at:

www.archaeologists.net/conference/2016info