

CifA Graphics Archaeology Group

Saturday 10 August 2019, 12:15 – 13:30PM
Historic England, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA

AGM Minutes

Present: Amy Wright (GAG), Charles Leigh Smith (Geophysics Group), Clive Raymond (London Archaeology Group), Ellie Winter (GAG), Hannah Kennedy (GAG), Lauren Speed (GAG), Lianne Birney (CifA), Magdalena Wachnik (unaffiliated), Morgan Viger (GAG)

In attendance by phone: Aisling Nash (GAG), Lesley Collett (GAG), Steve Allen (GAG)

1.	Apologies from GAG members	Action
	Judith Dobie, Laura Templeton, Leanne Gerriety, Liam McKinstry, Liz Gardner, Mark Hoyle, Sarah Lambert-Gates, and Sophie Lamb have sent apologies.	
2.	Election of committee members	
	Nominations received for re-election of Hannah Kennedy (Chair) and Ellie Winter (Treasurer) and election of Amy Wright (Secretary) and Leanne Gerriety (Ordinary committee member). All accepted.	
3.	Changing group name	
	<p>Change of group name proposed by HK to be more inclusive and representative of surveyors and other visual producers who feel that their work does not fall under the title 'Graphics'. 'Visualisation' is suggested as an alternative by EW. Possibility of a tagline is also raised.</p> <p>SA suggests that this may be more of a 'reaching out' problem than a name problem. Options for more active engagement of surveyors are discussed e.g. having a surveyor on the GAG committee, having surveyors' work included in CifA conference exhibition, writing features on group members for GAG bulletin to convey range of work undertaken by group members, 'take-over' of CifA magazine. Name changes must be approved by CifA Board of Directors.</p> <p>Actions: discussion of group name is to be opened to members of the GAG Facebook group for suggestions. Options (including the option to retain the current group name) will then be short-listed by the committee before being put to CifA membership for vote. HK to post to Facebook.</p>	HK
4.	Standards and Guidance	
	<p>Creation of graphics and visualisation guidance for sector discussed. Support from Historic England (who produce guidance documents) is a possibility.</p> <p>Points raised include: The structure of the standards and guidance, possibly based on specialisms within graphics; The identification of current guidance; Standards which exist across visualisation e.g. clarity, accuracy, accessibility,</p>	

	<p>acknowledgement; The possibility of involving graphics managers and pooling guidance from companies that undertake graphics work within the sector.</p> <p>Actions: project leaders to be identified at committee meeting. HK to add to agenda. Attendees to ask their companies about sharing house style documents, which will be uploaded onto a central drive and used to inform creation of guidance. Jen Parker Wooding (ClfA Standards and Guidance) to be contacted.</p>	<p>HK</p> <p>All</p>
5.	Election of GAG representative for Advisory Council	
	Lauren Speed expressed an interest in role. Representative to be confirmed before next Advisory Council meeting in September.	
6.	Report on Illustration Job Requirements by EW	
	<p>EW reports on her research on job adverts for illustration roles, collected over the past 18 months. This will help identify the skills and experience required by employers, aiding career starters in archaeological illustration and graphics.</p> <p>Actions: attendees to send further examples of job adverts to EW.</p>	All
7.	Launch event for 'Illustrating the Past'	
	Launch event for publication 'Illustrating the Past' by Judith Dobie discussed. This will take place sometime in October or November, venue to be established.	
8.	Newsletter/bulletin	
	Possibility of producing a bulletin and making greater use of GAG website discussed, as opposed to distributing a newsletter.	
9.	AOB	
	Meeting concluded at 13:30. Date and venue of next meeting TBC.	