

**MEETING of the COMMITTEE of the
CIFA GRAPHIC ARCHAEOLOGY GROUP**

**12.30pm, Saturday 16 January 2016
The Hive, Worcester**

MINUTES

Present: Laura Templeton, Chair (LT), Steve Allen, Secretary (SJA), Sarah Lambert Gates Treasurer (SLG), Liz Gardner, AC Rep and Assessments (EG (by skype)), Lesley Collett Newsletter(LC), Drew Smith Assessments(DS(by Skype)), Lucy Martin (observer)

As an experiment, SLG set up live tweeting during the meeting to show people what was taking place. Any confidential issues were not tweeted but we hope this will allow the membership to be more aware of what is going on.

		ACTION
1	Apologies Apologies have been received from Tom Small (TS), Autumn Robson (AR), Lianne Birney (LB-CIFA office).	
2	Minutes of previous meeting and corrections to Minutes The Minutes were agreed to be a true record of the proceedings. During this item technical issues with the connection to DS in France became unstable and DS had to drop out of the meeting.	
3	Composition of committee. No changes since last meeting. Autumn Robson has been unable to attend any meetings. Lucy Martin was invited to be co-opted to the committee and this was agreed.	
4	Admin, Budget and Group Management and Groups Forum The next Groups Forum meeting is due on 27 January in Birmingham. LT may not be able to attend, LC offered to represent the group this time. The GAG competence matrix has been reviewed by the Cifa Competence matrix working party and the only amendment will be to reformat the page to landscape from portrait format. SLG has contacted several potential future committee members. Travel estimates have been received from most committee members for the forthcoming year. Other items to allow for are possible room hire, printing for exhibition. Need to check with LB and TS whether we need to allow for webhosting and domain name fees this year.	SLG, TS all
5	2016 GAG Exhibition at Conference, Leicester 20 – 22 April 2016 Contributions alert to go out to membership with next news update (w/c 18 Jan). Contributions (thumbnail images and text) to be received by 26 Feb for final selection. SJA and LC plan to arrive early at Leicester to set up. Need to check status of GAG pop-up banner. LC, SLG and DS to liaise re printing and production practicalities. EG speaking at freelance workshop session Thursday pm- attendance by GAG members recommended! Note to get involved with other groups- join and attend meetings to build links across profession.	All
6	Future Events Any ideas? Proposals for a day school in Dublin (Pen party!) to allow more Ireland based members to participate. UK events likely to be in Worcester as good room facilities available.	All
7	Standards and Guidance for Archaeological Illustration LT has discussed with Kate Geary and arrived at action plan. Need to set up a timetable for this project. Prepare an initial draft statement of standards among committee by email, then put	All

	into flyer to be produced for Conference packs announcing a workshop to include invited heads of graphics offices and/or reps of Registered Organisations. Plan to hold workshop second half of June.	
8	Newsletter and News updates News update ready to go following sign off by committee today. LC to discuss with LB re distribution.	LC
9	Action points from previous minutes SJA had intended to circulate course accreditation proposal to their committee members and had forgotten. To be done within next fortnight.	SJA
10	AOB SJA to sort out Call for election and AGM paperwork in good time for AGM. Need to hold next AGM- most likely date is going to be a Breakfast AGM on the Thursday morning of the conference. SJA to contact LB re fitting this in. Date and Venue of next meeting- Date prob May/June 2016, venue probably York to allow TS chance to attend. Tech issues over remote attendance to be investigated, incl. Skype conference facilities in York.	SJA, All

Meeting closed 2.50pm