

Groups Forum Meeting

Tuesday 9 December 12.30 to 13.30

Museum of London, 150 London Wall, London, EC2Y 5HN

Minutes

Present: Jimmy Adcock (GeoSIG), Steve Allen (GAG), Peter Barker (GeoSIG), Duncan Brown (Archives), Steven Brunning (Finds), Lesley Collett (GAG), Hugh Corley (Information Management), Colin Forrestal (Information Management), Catherine Gibbs (DF), Mike Green (Welsh), Andy Holland (Forensic), Cara Jones (Scottish), Ed lee (Information Management), Mary Neale (DF), Mike Nevell (BAG), Martin Newman (Information Management), Rebecca Nicholson (RIG), Leonora O'Brien (IPSIG), Helen Parslow (Archives), Nicky Powell (Project Management), Becky Sillwood (Archives), Roy Stephenson (London), Natalie Ward (New Generation) and Rob Whytehead (London).
CifA staff: Amanda Forster and Lianne Birney

1.	Apologies	Action
	Lara Band (BAG), Katy Bell (MAG), Mark Dunkley (MAG), Alistair Galt (New Generation), Frank Green (BAG), Lily Hodges (V&C) and Caroline Sims (Forensic).	
2.	Minutes from the last meeting	
	Minutes were agreed from the last meeting with no actions.	
3.	Three year business plans update	
	Scottish group's business plan has been delegated for a draft version to be produced. We will circulate who has had their plans agreed at their AGMs and where to find them on our website. Groups to compile and agree at next AGM.	CifA Staff Groups
4.	Events	
	4a) Group activities and future events Recently RIG, London, BAG, Finds and Archives have all held events. Archives have a lot of non-CifA group members due to including membership for one year in the cost of the ticket price. We still want to have ambassadors for recruitment to look at how we can use events better and inform people what we are doing. AF to set up workshop next year to do with how we support recruitment activities.	AF
5.	Member recruitment	
	Please see total group member numbers 13-14 sheet and Number of non-lfA group members 13-14 (circulated with minutes). With yearly subscription renewals, all members receive a list of the groups they are a member of to remind them and see if they want to join more. The yearbook profiles were good this year and help raise the profile of the special interest groups' work.	

6.	Registered Organisation and Member update	
	<p>Current membership Total membership 3174 which is Accredited members 2221 and non-accredited 953 divided as follows: 351 PCIfA, 550 ACIfA, 1303 MCIfA, 17 HonMCIfA, 422 Student and 531 Affiliate</p> <p>Find out how many are not a member of a group out of the 3174 and how many members are a member of multiple groups and circulate.</p> <p>Communications with group members are currently in Publisher so we cannot see where people are responding to them, but with the new database we can build this capacity to link to the data and individual member details and see how this relationship works. Therefore we will be able to give more feedback on stats and patterns next year.</p> <p>73 Registered Organisations in total now, which has decreased slightly from last year and there were 23 inspections carried out this year out of 28 in total. The last committee meeting took place on 3 December.</p>	<p>LB</p> <p>AF</p>
7.	Validation and competency workshop guidance	
	<p>The finalised version of the guidelines will be circulated once we have determined how the Advisory Council want to progress the development of the matrices.</p> <p>We would like to have a working party to carry forward the competence matrix development, to help support the process. They would look at the development and consistency across the groups and specialisms.</p> <p>The Working group could also devise a timetable for this process.</p> <p>MN asked if this information may then fit into the question of what a Chartered archaeologist looks like and AF responded that the Board of Directors would need to decide how, when and what Chartered membership may look like with the Advisory Council.</p> <p>The matrices will be central in supporting the Pathways project to link early career archaeologists into accredited membership.</p> <p>If anyone is interest on being on the Validation committee please get in touch with Lianne.</p>	<p>AF</p> <p>AF</p>
8.	AOB	
	<p>Logo designs – we have been advised by our marketing and communications team that we should have a consistency across the logos. Therefore this will be the logo to use on all documentation in the first instance and then you can use your existing group logo as well.</p> <p>The colours have been circulated and there are only 20 as there are 17 groups at present. These will be sent through in the actual group logo and if you have any major problems with the colour we can discuss this.</p> <p>We will also provide the newsletter templates to assist, these will be circulated with the minutes but you do not have to use it, for example GAG have their own style.</p>	<p>RD & AF</p> <p>AF</p>

	The next meeting will be held in Summer 2015.	
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Groups forum and Advisory Council discussion

	1. What topics should the Advisory Council discuss?	
	<p>Regional groups linking with SIGS for joined up training opportunities and linking to other archaeological groups too.</p> <p>Communication and Standards development as standing agenda items.</p> <p>Programme of review of training opportunities.</p> <p>Recruitment within specialisms.</p> <p>Groups and professional development – eg training workshops, practice etc</p>	
	2. Should we maintain a Groups Forum meeting?	
	<p>Useful to continue while transition is in process. Also useful to have a workshop or training session linked to the meeting and will help to continue to exchange approaches to problems and learning from each other with networking opportunities too.</p> <p>AF says we can combine Groups Forum with the conference or AGM and have cross communication between regional groups and SIGS. Locations can also change for the meetings so everyone has a chance to attend.</p>	
	3. What mechanisms can groups use to ensure their members can communicate with the Groups representative on Advisory Council (eg via the committee, via discussion forums, social media) - and vice versa?	
	<p>LinkedIn group at the moment is easier than an email list as you are emailed the update instead of having to re-read the whole trail.</p> <p>Eventually a log in to the website could do this once we have a database in place which can sit behind the website and we could have a discussion community within the website.</p> <p>Group summary/update to go to Advisory Council from groups and other way round.</p> <p>Feedback both ways.</p>	