

### CIfA Buildings Archaeology Group committee meeting

16 January 2015 11:30

The Mill House, Bromley By Bow

**Present:** Mike Nevell, Frank Green, Bob Hill, Cath Poucher, Lara Band, Tim Murphy, Paul Bowen, Amanda Foster (CCIfA)

**Apologies:** Edward James, Lianne Birney (CIfA),

**Absent:** Caroline Vile

Minutes taken by: Cath Poucher

<b>1</b>	<b>Matters Arising</b>	<b>Action</b>
	Standards and guidance: BH and FG to email committee.	<b>FG/BH</b>
<b>2</b>	<b>CIfA Conference</b>	
	It was confirmed that the two main organisers (CP and EJ) will get the Friday of the conference free.  CP, EJ and MN will discuss the organising of the conference further, and will circulate further information to conference speakers.	<b>NOTE</b>  <b>CP/EJ/MN</b>
<b>3</b>	<b>Marketing Materials</b>	
	TM presented the new business card ideas to the group, which were met positively.  TM will put the new group logo on the business card and will forward the completed card onto the CIfA to be printed.  AF confirmed that the group will get banners and the committee will look for images for the banners.  The new logo needs to be sent to the committee to put on the twitter and LinkedIn feeds.	<b>NOTE</b>  <b>TM</b>  <b>NOTE</b>  <b>AF</b>
<b>4</b>	<b>Events</b>	
	We have been invited to exhibit at the Construction History Society in March – This was met positively, however it was agreed that EJ needs to get more information first prior to any conformation.  IT was also agreed that we should discuss the possibility of having a day conference with the AIA. MN will raise this at future meetings  BH's event made a £200 loss – BH will incorporate feedback and organise a follow on event – possibly to be based in London. This will be discussed at the next meeting.	<b>EJ</b>  <b>NOTE</b>  <b>BH</b>
<b>5</b>	<b>Revision of CIfA Buildings Standards and Guidance</b>	
	The committee will arrange a separate meeting to discuss this.	<b>NOTE</b>

<b>6</b>	<b>Any other business</b>	
	<p>The committee raised the idea of having a featured article in 'The Archaeologist'</p> <p>LB passed around a list of organisations – this will keep being added to</p> <p>CP raised a lack of communication from CV and AF confirmed that the ClfA would email her.</p>	<p><b>NOTE</b></p> <p><b>LB</b></p> <p><b>AF</b></p>