

CIFA MARINE ARCHAEOLOGY SPECIAL INTEREST GROUP

03 July 2019, 11:00-13:00
 Tele-conference and at Wessex Archaeology
 Portway House, Old Sarum Park, Salisbury, SP4 6EB

AGM Minutes

Present (Wessex): Victoria Cooper (VC) (Chair), Toby Gane (TG) (Hon. Secretary), Alistair Byford-Bates (ABB), Nikki Cook (NC), Hefin Maera (HM), Michael Walsh (MW), Danielle Wilkinson (DW)

Present (Telephone): Paolo Croce (PC), Alison James (AJ), Rob Lennox (RL), Robert Mackintosh (RM), Terry Newman (TN), Phoebe Ronn (PR), Stephanie Said (SS),

Apologies: Katy Taylor (KT) (Treasurer), Diana Donohue (DD)

1.	Apologies for absence	Action
	<ul style="list-style-type: none"> • TG did not have the apologies to hand but has included them in the minutes above 	
2.	Minutes of last AGM and matters arising	
	<ul style="list-style-type: none"> • Minutes were summarised by TG and accepted without change 	
3.	Chair's welcome and opening remarks	
	<ul style="list-style-type: none"> • VC welcomed everyone to the meeting • Remarked that the tasks allocated to people were largely waylaid by busy lives and work commitments, but some were achieved 	
4.	Secretary's Report	
	<ul style="list-style-type: none"> • TG summarised the membership figures • In 2018 there were 441 embers, and in 2019 788. This significant growth is likely as a result of Cifa driving for more members generally, and especially as a result of CSCS card requirements. • While Cifa membership is heaviest in the MCifa grade, MASIG membership has more of the lower grades and a good spread generally. • TG notes that we should use these figures and aim to engage more with the lower grades. 	
5.	Treasurer's Report	
	<ul style="list-style-type: none"> • KB absent and unable to provide a report. However, an update will be sent to the new treasurer. 	VC to pass info to AJ
6.	Elections to Committee	
	<ul style="list-style-type: none"> • TG and KT at end of terms as Secretary and Treasurer, and also at end of terms in the committee. • VC at end of term as Chair but can stay on as committee member, if numbers allow. • VC noted that there were enough nominations to fill the committee yet not too many requiring a vote on any of the positions. Hence, all the nominations were accepted as follows: <ul style="list-style-type: none"> • Chair – Danielle Wilkinson • Secretary – Stephanie Said • Treasurer – Alison James • OM1 – Phoebe Ronn • OM2 – Hefin Meara 	MJ to forward details on consultation request

	<ul style="list-style-type: none"> • OM3 – Alistair Byford-Bates • OM4 – Paolo Croce • OM5 – Terry Newman • OM6 – Diana Donohue (on maternity leave, being covered by Michael Walsh) • As the limit of ordinary members is 6, the following members will be involved on an advisory/support basis: <ul style="list-style-type: none"> • Toby Gane • Victoria Cooper • Nikki Cook 	
7.	Progress against MASIG tasks	
	<ol style="list-style-type: none"> 1. Keeping track of consultations and consultation responses – MW <ul style="list-style-type: none"> • TG updates that MASIG have responded to some including Management of Wales [elaborate] and HE tailored review. • MW has been receiving consultations through JNAPC but often with very short notice and sometimes with no permission to share. • RL offers to help, as advocacy can be sent through ClfA as a main body rather than just MASIG. Avoids sending two responses if we can collate and send under the same banner. 2. ClfA Conference – VC <ul style="list-style-type: none"> • Successfully held a MASIG session at the 2019 ClfA Conference in Leeds. Approximately 20 attendees. • The MASIG session always seems to be at the end of the conference which challenges attendance. Push for earlier slot at next conference. RL supports this. • Notes of the workshop and discussion outcome are sitting with Antony Firth and will be distributed. • HM notes that marine papers were also presented outside of the marine session such as climate change sessions etc. which broadens attendance. • 2020 Conference Theme is ‘Promoting our Profession’. Information has been sent regarding session abstracts and the panel sessions. • RL says the theme is not really tied in with Chartership debate. • VL suggests a workshop? • ABB volunteered to take this on as a task. 3. Social Media – DW <ul style="list-style-type: none"> • A scattering of posts has been contributed since the last meeting. • DW raises confusion about content, not sharing news but also trying to keep away from self-promotion. • VC clarifies it should be about what the MASIG members are up to, what they are passionate about. • Small group has been unofficially moderating which works well. • DW to prepare a rough social media plan and ask people directly to contribute. • Social media moderators / team to include VC, TG, DW, HM, AC, PR. 4. Newsletters and feeding into other publications – DD 	<p><i>See updated tasks in Agenda Item 8 below. Specific actions listed here.</i></p> <p>VC to finalise notes and distribute</p> <p>DW to prepare social media plan</p>

	<ul style="list-style-type: none"> • No achieved. DD now on maternity leave. VC to help. <p>5. Stand-alone events/practical sessions – ABB</p> <ul style="list-style-type: none"> • Created ideas then stalled. Working towards CPD style event for entry level. • ABB suggests sending out a survey to members about what they would like. • MW and others discuss current graduates not ready to be consultants. CPD to assist. • PR has experience and offers to help. • ClfA will soon have an Events Manager that can assist. <p>6. Liaison with HE, future of profession – AJ</p> <ul style="list-style-type: none"> • Had a long chat with Mark Dunkley about doing something with HE. Stalled. HM to help. <p>7. Collecting materials for promotional materials (image bank) – TN</p> <ul style="list-style-type: none"> • Not much progress. Spoke with VC. • Need a place to store images – use Dropbox or similar. • VC asks if we still need this? Discussion answers Yes to get ready for future CPD and merchandise needs. • Suggestion of postcards. TN to liaise with Anna about this. • Suggestion that the postcards have a QR code or a question that leads to the MASIG Facebook page for an answer. <p>8. Collate list of available guidance and keep this maintained – DW</p> <ul style="list-style-type: none"> • List is done. Needs to be sent to Antony Firth for check and layout for webpage. <p>9. Liaison with ClfA, role on Advisory Council, validation committee and RO investigations – TG</p> <ul style="list-style-type: none"> • ClfA Code of Conduct needs revisiting as not relevant for marine environment. TG and RL discuss this. Potential issues to do with clarity of working of Paragraph 1.7 which denies archaeological survey of salvage works but should be changed to give archaeologists power to advise on significance etc (and other potential scenarios such as removal of hazards etc). There is a grey area which needs discussion, but appropriate wording is difficult to determine. TG encourages everyone to take a look at Paragraph 1.7 and think of an alternative. • Need someone new to volunteer on Advisory Council to replace Toby. Alistair nominates himself to coordinate it, although others may attend depending on where the meeting is held. • Discussion concerning validation committee and need for more marine people to be involved for marine applications. TG to contact Lianne about this. • For JNAPC, TG will now represent Wessex Archaeology only. RL represents ClfA. HM represents HE and MW attends anyway, so someone can wear the MASIG hat. RL to manage who is representing MASIG at each meeting. <p>10. Groups rep – PC</p> <ul style="list-style-type: none"> • Unfortunately, PC had to leave the meeting prior to this item and was unable to provide an update. VC provided one on his behalf and said that PC had been unable to attend the Groups meeting on behalf of MASIG. • DW volunteers to take this on instead, as she will need to attend 	<p>ABB to send out workshop survey</p> <p>TN to create online storage for others to contribute</p> <p>TN to contact Anna about postcards</p> <p>DW to send guidance list to Antony</p> <p>TG to contact Lianne regarding validation committee</p>
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	to represent Cifa Australia anyway.	
8.	Key group tasks for coming year and three-year plan	
	<ul style="list-style-type: none"> • Key group tasks: <ol style="list-style-type: none"> 1. Keeping track of consultations and consultation responses – MW and RL 2. Cifa Conference – ABB 3. Social media – DW, AJ, PR, HM 4. Newsletters and feeding into other publications – DD / VC 5. Stand-alone events / practical sessions – ABB, PR 6. Liaison with HE, future of profession – AJ, HM 7. Collecting materials for promotion materials (image bank) and merchandise – TN 8. Available guidance on Cifa MASIG page – DW 9. Liaison with Cifa – RL, TG 10. Role on Advisory Council – ABB to manage 11. Validation committee – MW, TG 12. JNAPC representation – RL to manage, HM, MW 13. Groups rep – DW • VC discusses the three-year plan and lack of input from MASIG • Plan is basic and achievable. • MW suggests emailing individuals directly for input rather than the group as a way to try and elicit responses. DW will take this on board. • VC and DW to chat about the plan after the meeting. 	DW and VC to meet and email individuals regarding plan
8.	Advocacy	
	<ul style="list-style-type: none"> • RL has already covered. Keen to make sure that Cifa does not neglect marine issues and takes opportunities for advocacy. TG to remain informal advisor. • Committee to send things to RL that come to us, and MASIG shouldn't put in our own response but write a response for Cifa to submit. • VC highlights need for advocacy for marine planning issues, as discussed at 2019 Conference session and notes. Use notes as a springboard for advocacy. VC and RL to work on this. • MW raises issue of territorial waters, EEZ and ownership. DCMS refusing to take ownership beyond 12 nm limit but this is being challenged. HE issue too. • RL offers to advocate beside JNAPC too. MW to help. 	VC and RL to use notes for advocacy of marine planning issues
9.	AOB	
	<ul style="list-style-type: none"> • AJ raises that it was very difficult to hear over the teleconference facilities. Suggests holding the AGM during/after a major marine/shipwrecks event or a more central location? • VC suggests holding another meeting before the end of the year. 	DW to plan meetings for easier attendance