

# CIfA Voluntary & Community SIG

## Committee meeting 14 September 2023 – online

**Committee members present:** Jessica Lowther (Chair), Mike Nevell, Nina O’Hare (Secretary), Emily Johnston

**Apologies:** Clemency Cooper, Sarah-Jane Farr, Penelope Foreman and Richard Bennett

### 1. Committee

- Current committee: Jessica (Chair), Nina (Secretary), Emily, Dickie, Sarah-Jane, Mike and Penny (all OCM) and Clem (advisor).
- Treasurer post is vacant.
- Need to sort out how many OCM posts are also vacant and get them advertised widely.
- **Action:** Put out a call for Treasurer and 1 or 2 OCM members. No co-options! Only nominations.

### 2. Update on Community Archaeology toolkit (Car Jones – CIfA)

- Toolkit will be a series of webpages, so will be easier to navigate and look less long than PDF version circulated.
- Heavily stressed that the toolkit is a dynamic resource, so it’s expected to develop and expand over time.
- There have been queries from others that the toolkit is very England-centric, but it was funded by Historic England so needs discussing with them.
- Project received no case studies – discussion around why this might have happened, but it was flagged up that none of the committee present at the meeting were aware that call for case studies had gone out for the toolkit project. CA Group to help with gathering case studies. Cara will send over template – initially for circulating within committee only, as being finalised.
- Cara is planning to evaluate it after 12 months, to see if there are areas that might need further development and what’s working well.
- Launch and communications plan for toolkit now needs developing – there is a lunchtime slot at CIfA’s Innovation Festival (second week of October) that has been earmarked for launching the toolkit.
- There is a list of specific consultant recommendations, which need to be costed for a future/stage 2 project.
- Internal CIfA review going to happen into the project’s governance and communication. **Action:** Nina to ask Sarah-Jane (who was on Project Advisory Board) for timeline of meetings, invites, when versions were circulated etc.
- Committee asked about the process for including public benefit into CIfA’s current Standards & Guidance review. Jen Parker Wooding is leading on this – Cara will ask Jen to get in touch.
- **Action:** Cara will send over case study template for circulation (within committee only, for now) for gathering more, including small scale case studies. Can we get a couple of case studies together for the innovation festival launch?

### 3. Group name and aim changes

- Lianne confirmed that the changes went through in the spring.  
**Action:** Nina to let membership know.  
**Action:** Jessica to look at webpage updates.

**Next committee meeting:** Doodle Poll for w/c 6 Nov