

**CifA New Generation SIG AGM**

**16 April 2015**

**Mercure Holland House Hotel, Cardiff**

**Minutes**

**Committee Members Present: Natalie Ward (NW), Ben Jervis (BJ), Oliver Davies (OD), Alistair Galt (AG), Rebecca Enlander (RE)**

**12 attendees**

1.	Apologies	Action
	Rachael Abraham (RA), Chris Chinnock (CC)	
2.	Matters Arising	
	<ul style="list-style-type: none"> <li>• There were no matters arising.</li> <li>• OD proposed the approval of the minutes of the 2014 AGM. These were approved unanimously.</li> </ul>	
3.	Chair’s Report	
	<ul style="list-style-type: none"> <li>• NW formally welcomed AG, CC and RE to the committee and thanked Holly Pike, who has stepped down, for her efforts.</li> <li>• BJ has now become secretary, with OD becoming an ordinary member.</li> <li>• CC has taken on the social media portfolio. AG will focus on membership.</li> <li>• In the past year 2 training events have been organised on funding. One took place on 30 April in Manchester and the second will take place on 8 May in Bristol.</li> <li>• Mentoring – following 2014 conference where we used our poster boards to collect information and views on what people want out of a mentoring scheme and how they want it function. From this we have worked up a proposal for a mentoring scheme which is currently with CifA, and we are awaiting feedback and comments –depending on the outcome of this we hope to be able to launch with a pilot scheme this year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Career help sheets – we have also started work on our Career Help sheets - highlighting the experience and qualification required for particular careers within the heritage sector.</li> <li>• A student focused event is planned at Cardiff University in the Autumn.</li> </ul> <p>NW highlighted that the founding members of the committee will be standing down in 2016 and called for expressions of interest for committee roles.</p>	
<b>4.</b>	<b>Treasurers Report</b>	
	<ul style="list-style-type: none"> <li>• The NGSIG budget for 2014-15 was £800. We spent a total of £601 and generated £38.24 of income from the training events which we have organised for April and May this year. We did not generate any income from new non-IfA group members joining the group, although we hope to recruit new members this financial year.</li> <li>• We had budgeted: <ul style="list-style-type: none"> <li>• Committee travel £400- actual spend £395.2</li> <li>• Group’s forum attendance £100- £76.80</li> <li>• AGM attendance £250- actual spend £0 (came out of previous year’s budget)</li> <li>• Other travel expenses £50- actual spend £13.60 for committee member attendance at CifA launch event</li> <li>• Meeting room hire £0 (aim to use free meeting room at a committee member’s workplace)- £103.20 for room at BMI</li> </ul> </li> <li>• We therefore budgeted fairly accurately for committee travel expenses, although we saved on AGM attendance costs due to this coming out of last year’s budget. In the end we did have to pay for meeting room hire, although we had hoped to use a free meeting space. Due to the overall underspend, we were also able to use £73.90 of our budget to pay for costs associated with the training events which we have organised for April and May this year, rather than having to apply for separate event funding. There are expenses of £25 associated with these events which has still to be claimed, although this will come out of next year’s budget.</li> <li>• For next year we have allocated the £800 budget as follows: <ul style="list-style-type: none"> <li>• Committee travel £400</li> <li>• Group’s forum attendance £100</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• AGM attendance £250</li> <li>• Other travel expenses £50</li> <li>• Meeting room hire £0- aim to use free meeting room at a committee member's workplace</li> </ul> <p>Despite the underspend this year, we have applied for the full budget to take into account the expansion of our committee and that fact that our committee members are spread around the country, which means that meeting attendance incurs significant travel costs. We hope to keep other costs down by holding our AGM at conference and using free meeting rooms at committee member's workplaces for committee meetings. We plan to organise further training events this year, but will apply for separate event funding if required.</p>	
<b>5.</b>	<b>Business Plan</b>	
	<ul style="list-style-type: none"> <li>• Comments received from consultation: One comment was received from Martin Roseveare from the Geophysics SIG. He said that training has been raised by their committee.</li> <li>• It was acknowledged that the business plan will take more than 3 years to complete and therefore some actions will extend beyond the term of the current committee.</li> <li>• Cath Poucher proposed that the business plan be approved.</li> <li>• The business plan was approved unanimously.</li> </ul>	
<b>6.</b>	<b>AoB</b>	
	<ul style="list-style-type: none"> <li>• AG circulated an action plan for recruitment and university engagement.</li> </ul>	