

CifA Scottish Group

2pm 7 Oct 2017
 The Engine Shed, Forthside Way, Stirling FK8 1QZ

Minutes

Present: Peta Glew (Chair, co-opted), Sam Fox (Secretary, co-opted), Joe Somerville (Ordinary Committee Member), Tristan Boyle (Ordinary Committee Member), Keith Elliot

1.	Apologies	Action
	Biddy Simpson, Cara Jones, Melanie Johnson, Phil Richardson, Warren Bailie, Peter Hinton, Andrew Bickett & Murray Cook	
2.	Minutes of AGM	
	Previous AGM minutes approved	
3.	Matters Arising	
	<p>The Committee discussed the goals of the committee over the following year. It was agreed that increased promotion of work done by CifA should be a primary goal. The committee will also seek to increase engagement with field schools and universities, facilitate discussion about future Chartership for archaeologists, participate in public consultations and develop an improved working relationship for the committee with CifA through Cara and Phil.</p>	
4.	Chairs Welcome & Opening Remarks	
	<p>The chair noted that we had a good year despite big changes on the committee this year.</p> <p>The committee gave its thanks to Matt Ritchie and Peta for chairing the group over the previous year. Thanks, were also extended to Melanie Johnston for her work as Secretary for the group, to Sam for taking up the role and to Warren for his work as Treasurer. All were wished good luck for the future.</p> <p>It was noted that there has been a big rise in membership over the year, the committee noted that this provided a unique opportunity to improve outreach with new members over the next year.</p> <p>It was noted that more submissions would be considered for the newsletter in the near future.</p> <p>It was noted that a 'you said, we did' section should be considered for the</p>	

	newsletter to promote how the committee took action to address concerns from Scottish Group members.	JS/BS
5.	Secretary's Report	
	<p>The new secretary gave thanks to their predecessor and to the committee for co-opting them to the role.</p> <p>The secretarial report noted that the group has 522 members and 2 non-CfA members – a large increase from the previous year. It was noted that the file storage and contact details had been improved with the creation of a bespoke secretarial Google Account to keep a central location for file storage and communications. This was done to streamline the process when a new secretary is elected and to improve access to the committee's digital files.</p> <p>The following vacant roles up for election at this year's AGM;</p> <ul style="list-style-type: none"> • X1 Chair • X1 Treasurer • X3 Ordinary Committee Members (OCM) 	
6.	Treasurer's report	
	Thanks, were extended to Warren Bailie for standing as Treasurer. Tristan Boyle was co-opted as Treasurer at the AGM.	
7	Election to the Committee	
	<ul style="list-style-type: none"> • Peta Glew formally elected as Chair • Sam Fox formally elected as Secretary • Tristan Boyle formally elected for second term as OCM. TB also co-opted as Committee Treasurer. • X3 OCMs will be co-opted at the next meeting – expression of interest requested. 	
8	AOCB	
	<p>Tristan Boyle noted that he would be interested in helping out with the Groups Social Media. A second video would also be produced for the AGM.</p> <p>TB to be added to CfA: SG Twitter Account.</p> <p>SF to take over Facebook role from MJ.</p> <p>Thanks, were extended to Historic Environment Scotland and the staff at The Engine Shed for being wonderful hosts for the day.</p>	<p>PG/TB</p> <p>SF/MJ</p>