

CifA Scottish Group

Thursday 13 December 2018, 13:00 – 14:30
RSK Office, 65 Sussex Street, Glasgow, G41 2DX

Present: Peta Glew (Chair), Sam Fox (Secretary), Tristan Boyle (Treasurer), Joe Somerville (Ordinary Committee Member), Andy Bicket (Ordinary Committee Member), Biddy Simpson (Ordinary Committee Member), Cara Jones (CifA Scotland), Lindsey Buster [LBst], Kevin Paton

1.	Apologies	Action
	Pete Hinton (CifA CEO), Lianne Birney [LBny] (CifA Senior Membership Services Coordinator)	
2.	Previous Minutes	
	AGM minutes discussed. PG mentioned technicality of AGM minutes could be copy edited with the committee's assistance but had to be ratified at the next AGM. Any general comments/edits to Sam via Email.	All / SF
	JS mentioned that the list of those present was rather short. CJ asked to liaise with SF & JS to rectify.	JS / CJ / SF
	Minutes from previous committee meeting 2/8/18 to be presented to next meeting with these minutes.	SF / JS
3.	Matters Arising	
	None	
4.	Newsletter	
	BS notified the committee that Roger Mercer had recently passed away, and suggested we make a mention of it in the forthcoming newsletter with a formal obituary to follow. It was noted that he was the first chair of the CifA Scottish Group. LBst offered to source info as she is based at Edin. Uni.	CS / BS / LBst
	Any other articles to BS by 14/12/18.	All
5.	Treasurers Report & 2019/2020 Budget	
	Tristan was welcomed back. Nothing of note to report.	
	2019/2020 Budget: a brief discussion around the upcoming budget submission – TB to draft and circulate for comment.	TB
6.	CifA 2019 Conference Attendance	
	A brief discussion of who might attend the next CifA conference in Leeds, with a view to organising Scottish Group presence: TB – maybe JS – maybe CS – probably TB – maybe LBst – maybe	All

	<p>PG – probably SF – Probably</p> <p>Secretary to request update closer to time for numbers, others to co-ordinate</p>	SF/JS
7.	CifA Scotland Update & upcoming Training Events	
	<p>Workshops – great numbers at setting workshop and AGM Museums workshop – only 4 people Asbestos workshop – only 1 person signed up, so it was postponed</p> <p>2x workshops by end of year JS – lead in times too short Asbestos still good idea in Glasgow AB - Asbestos courses often offered internally DBA training not so much</p> <p>Possibility of DBA training event – very popular south of the border</p> <p>TB to take on Social Media for advertising workshops etc</p> <p>Training Initiatives – Industry Working Group 14/1/19 (AB & CJ both attending)</p> <p>CS helping develop SQA award in professional field skills for archaeologists (roll out Autumn 2019) & National progression awards (NPA) (lower level). Timescales subject to SQA Board approval. Three colleges interested.</p> <p>AB to attend 14 January Panel meeting – AB looking at NPAs and their use with archaeological units. Update at next committee meeting.</p> <p>Long-term plan is to develop a full HND course in archaeology.</p>	<p>TB / PG</p> <p>CS/AB</p>
8.	Chair Announcement & Committee Co-options	
	<p>PG explained that due to her recent election to the Board of CifA she could no longer be Chair of the Scottish Group.</p> <p>As such the following co-options were made: SF – Chair (co-opted) [Proposed by JS; Seconded by TB]; <i>2nd term of office ends autumn 2020</i> JS – Secretary (co-opted) [Proposed by PG; Seconded by AB]; <i>1st term of office ends autumn 2019</i> TB – Treasurer (no-change); <i>1st term of office ends autumn 2020</i></p> <p>Two new co-options were appointed: Lindsey Buster (OCM); [Proposed by PG; Seconded by TB] Kevin Paton (OCM); [Proposed by JS; Seconded by BS]</p> <p>PG also outlined a series of ideas for Scottish Group committee development that she had not had time to develop within her term as Chair but agreed to work with relevant committee members during a hand-over period to hopefully get things moving. These include:</p>	PG / SF / JS

	<ul style="list-style-type: none"> - further developing the make-up of the committee (e.g. incorporating a member of ALGAO Scotland) and succession planning - further developing links with the Scottish student archaeology bodies. 	All
9.	Date of Next Meetings	
	28/2/19 – hosted by AB @ Wessex, Edin (location TBC) 30/5/19 – hosted by KP @ WSP, Glas (location TBC) 22/8/19 – hosted by JS @ RSK, Glas (location TBC)	JS to confirm JS to confirm JS to confirm
10.	AOCB	
	<p>Consultations (CS): ClfA has recently responded to consultations on the HES corporate plan and the Draft Historic Environment Policy</p> <p>Scottish Student Archaeology Conference, 26/27 January, Edinburgh Uni</p> <ul style="list-style-type: none"> - call for papers to be popped in Newsletter and social media - Scottish Group presence is encouraged <p>SF to arrange access to the committee Google Account for those that need it.</p> <p>SF & JS to discuss handover of e-mail account/data sharing</p> <p>SF to update Google Drive/Dropbox</p>	BS/TB All SF SF/JS SF