

Chartered Institute for Archaeologists

Scottish Group Minutes

Thursday 26 May 2016, 2pm

College of Animal Welfare, South Gyle Crescent, Edinburgh EH12 9EB

Present: Warren Bailie, Sam Fox, Peta Glew, Melanie Johnson, Cara Jones, Lisa Brown, Kate Geary, Biddy Simpson

1.	Apologies	Action
	Tristan Boyle, Murray Cook, Peter Hinton, Matt Ritchie	
2.	Last meeting minutes	
	<p>The previous minutes were agreed.</p> <p>Outstanding actions:</p> <p>3. AGM 2015 video</p>	TB
3.	AGM 2016	
	<p>I. Retirements and new members Three committee members are at the end of their first 3-year term, BS, WB and MC, and will need to stand for re-election if they wish to continue on the committee for another term. CJ to stand down as Chair, MJ to stand down as Secretary. These posts will need to be formally elected.</p> <p>II. Proposal and organisation Archaeology Scotland to manage and facilitate with a staff member. WB to prepare risk assessment. Date to be fixed for late August/early September. Camping and transport to be arranged. Activity day to include work on the broch, AGM and barbecue. Extra 'fringe' activities to be proposed/call put out in newsletter. Central office to handle bookings.</p> <p>III. Budget MR has prepared a budget, to be sent round. Budget to be submitted to central office.</p>	<p>CJ/WB</p> <p>All</p> <p>MR/WB</p>
4.	Newsletter	
	<p>PG to prepare a piece for the newsletter about Advisory Council. KG to promote the skills and training project. BBS to be asked to provide something about CifA governance and the work of the Board of Directors, to encourage applications to the Board. SF to write 'from the committee' piece covering his bursary.</p>	<p>PG</p> <p>KG</p> <p>BS</p> <p>SF</p>
5.	The Archaeologist special issue on the Archaeology Strategy	
	<p>To be promoted in SG newsletter, call for content. Ideas for guest editor, RO case studies of best practice, CPD providers to endorse.</p>	<p>BS</p> <p>All</p>

6.	CifA governance	
	<p>I. Replacement of Beverly Ballin Smith on Board of Directors All to think of people who may be good candidates.</p> <p>II. Advisory Council – Update on recent key business (PG) No meetings since previous committee meeting. Next meeting 9th June.</p>	All
7.	Universities	
	<p>Wide ranging discussion regarding how best to support recruitment into the profession from university, covering: Fresher's fairs, Arch Soc fairs Careers advisory services, and availability of data collected by them or specialist training needed so they can best support students Discounted deals</p>	
8.	Skills and Training in Scotland grant	
	<p>We are now in the second year of the 2 year HES grant relating to skills and training provision.</p> <p>Activities are divided under the following headings:</p> <ul style="list-style-type: none"> • Skills development - 4 CPD courses are required over the year • Promoting professionalism and good practice • Policy work including chartership 	
9.	HES grant updates	
	<p>The 3 year Voluntary Sector Funding (VSF) grant from Historic Scotland ended March 2016.</p> <p>The VSF grant relating to skills (see item 8) is now coming up to halfway. There are also two 1-year grants.</p> <p>It is important to be clear about which activities are associated with which grant, HES will need this to be clear and auditable.</p>	
10.	Training Events	
	<p>I. Upcoming Nothing scheduled as yet. Discussed the possibility of delivering training remotely/online, or generating recordings which can be used as a resource.</p> <p>II. Future training events Proposed events to cover the requirements of all three grants will be:</p> <ol style="list-style-type: none"> 1. Chartered Archaeologists (Edinburgh) (July) 2. Promoting professionalism (Edinburgh) (July) 3. AGM – monument conservation and management (near Callander) August 4. Dating techniques – Dating techniques (radiocarbon and dendro, from sample selection to applying for grant aid). (September/October) (Highlands?) 5. Introduction to CifA at the Community Conference (Aberdeen) 	CJ

	<p>(November)</p> <p>6. Utilising GIS and multiple datasets (e.g. Lidar) to be a distance learning workshop (December)</p> <p>7. Diversity and equality (location?) (January/February)</p> <p>Ideas of venues to be provided to KG.</p> <p>III. Publicising other events as CPD opportunities (CJ)</p>	All
11.	Consultations regular update	
	No update provided.	
12.	Dates of Future Meetings	
	c.13 July 2016 - HES.	
13.	AOB	
	<p>Funding available from Event Scotland for events in 2017 Year of Heritage, History & Archaeology. Deadline for applications 29 July 2016 for grants of £20,-60,000 to be match-funded.</p> <p>Specialist matrices are now available on the website.</p>	