



CIfA Voluntary and Community Special Interest Group: Minutes of AGM 09/02/2016

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Venue: Birmingham and Midland Institute, B3 3BS

Background

Due to a period of inactivity, this meeting took the form of an AGM with the formation of a new committee, an evaluation of previous activity and aims, and discussion of the direction of the group. In order to conduct an AGM an Honorary Chair, Secretary and Treasurer were required: these positions were filled by Sheena Payne-Lunn, Rob Hedge and Hayley Roberts pending the results of the nomination process.

1. Attending

Sheena Payne-Lunn, Viviana Culshaw, David Ingham, Alison James, Lianne Birney (CIfA), Anna Welch (CIfA), Rob Hedge, Hayley Roberts, Deborah Anderson

Apologies for absence

Rachael Kiddey

2. Chair's welcome

SPL welcomed attendees, and mentioned the importance of this SIG in the light of the prominence in [CIfA's strategic plan](#) of the vision that archaeologists '*have a duty to society*' to realise the potential of the resources we manage and investigate, for '*the improvement of our environment and the enrichment of people's lives*'.

The existing stated purpose of the group was outlined:

- to provide a recognised voice for furthering the interests of voluntary and community archaeology within the CIfA.
- to promote the adoption and implementation of CIfA Standards by voluntary and community archaeologists (and the organisations to which they belong).
- to advise Council and its committees on issues relating to Voluntary and Community archaeology, both within the context of the CIfA and within the discipline of archaeology as a whole.



- to provide guidance and assistance to ensure that voluntary and community archaeologists (and the organisations to which they belong), have the necessary and recognised competence to carry out archaeological research to the highest possible Standards.
- to promote discussion between voluntary and community archaeologists and other archaeologists in order to foster a greater understanding and improvement of relations, to further the overall pursuance of archaeological knowledge and research.

It was noted that this statement of purposes was open to review and could be modified by the group if it was felt appropriate.

3. Group details & budget

LB & AW directed the group to the [CIfA Groups toolkit](#), noting that there have been some changes to regulations etc since Chartership (Dec 2014), and drawing attention to travel/expenses budget and claim forms.

The group activity & project proposal forms were outlined for consideration in planning activities.

LB noted that there had been enquiries about whether non-CIfA members could join the committee, and noted that whilst non-corporate members (i.e. student/affiliate) could join the committee, at present the groups' constitution meant that committee was not open to non-CIfA members, although such members are encouraged to take an active role in the group. A change in constitution (beyond the remit of the group committee) would be needed to alter this, although if it was felt that this would be beneficial it could be raised with CIfA.

The [social media policy](#) was highlighted. It was noted that the SIG has existing social media accounts, and that **SPL would investigate the login details.**

LB noted that most SIGs had members on the CIfA Advisory Council, and that this was an effective way of both representing the SIG at the Advisory Council and communicating Council discussions of policy and strategy to members of the SIG. **SPL to invite expressions of interest from any committee members interested in sitting on the Advisory Council.**

LB also highlighted the [Groups forum](#) meetings as a useful forum for keeping in touch with activities of other SIGs.

4. Elections to Committee

Sheena Payne-Lunn was the sole nominee for Chair, and was duly elected. Deborah Anderson was the sole nominee for Treasurer, and was duly elected. Rob Hedge was the sole nominee for Secretary, and was duly elected.

The following were elected as ordinary committee members: David Ingham, Rachael Kiddey, Dan Miles, Hannah Potter, Phil Richardson, Hayley Roberts.



5. Three year business plan ideas

RH detailed the previous activities of the group, based on [last available minutes](#) (dated April 2012).

Discussion on group priorities followed:

- Consultations: it was agreed that the VCSIG should continue to respond to consultations where possible and where directly affecting public archaeology.
- Newsletter: it was agreed that the group should produce a newsletter, initially to announce re-formation on VCSIG and subsequently to keep members up-to-date, and that this should be publically available to non-members to advertise the role of VCSIG. **Actions: VC volunteered to investigate options for production, LB to source template.**
- Membership: VCSIG membership large, but few non-CIfA members. HR enquired about regional distribution. AJ suggested production of short statement introducing the group and 'why you should join' to be distributed via mailing lists including CBA regions, members' newsletter, nautical archaeology society, magazines (Current Archaeology, British Archaeology) etc. **Action: LB/AW to supply membership figures and, if possible, regional breakdown.**
- Links to other bodies: it was felt the VCSIG could be a useful conduit between CIfA and organisations with similar and overlapping aims and interests such as the CBA and the Council for Independent Archaeology. It was noted that the CBA's Festival of Archaeology would be a good vehicle through which to promote the group.
- Resources: RH noted that in 2012, the intention was for VCSIG to take 'ownership' of the suite of online resources for the voluntary and community sector hosted at isgap.org.uk. It was felt that this resource could usefully be expanded and updated. **Action: AW to investigate hosting situation & access.**
- Events: CPD events were felt to be a useful vehicle for assisting members & furthering the aims of the group. Events in conjunction with other SIGs (e.g. archives) had been suggested in 2012: this was felt to be worth exploring further. **Action: RH to ask Archives Group to what extent 2012 plans were developed.**
- Competency matrix: given that skills/products required and developed in voluntary and community archaeology are often difficult to express in the course of an application for corporate membership, development of a competency matrix to assist the validation committee was felt by the group to be worthwhile. Ideas to be solicited from members at CIfA conference.
- Education and training: Given that VCSIG members are frequently involved in education and training, and that this is an important component of voluntary and community archaeology, it was suggested that the group could lead initiatives, and support those developed by other bodies such as the [Archaeology Training Forum](#), to:
 - Increase awareness of archaeological career paths and opportunities, especially within schools
 - Support, assist and signpost resources for educators who may be involved in voluntary and community archaeology such as teachers, YAC leaders, parents etc.



6. AOB

Production of postcards signalling group's re-formation and details was suggested, to be distributed at CIfA conference. **Action: RH to mock-up cards**

7. Date & venue of next committee meeting

CIfA conference suggested as venue for next meeting, to follow 'Future of Community Archaeology' Session on Wednesday 20/04/2016, venue TBC. This will allow the committee to elicit suggestions from members as to the direction of the group, activities that would be beneficial etc.