

Marine Archaeology Special Interest Group

Thursday 2 March 2023, 13:30 BST

Teams, Online

Meeting Minutes

Present: Megan Keates (MK, CifA), Mark James (MJ, Chair), Stephanie Said (SS, Secretary), Alison James (AJ, treasurer), George Stewart-Phillips (GSP, ordinary committee member), Christian Dalton (CMD, ordinary committee member), Hefin Meara (HM, ordinary committee member), Claudette Day (ordinary committee member), Victoria Cooper (VC, advisor).

1.	Agenda Point	Action (Initials)
	<p>Apologies for absence Paolo Croce</p>	<p>Info</p>
	<p>Previous AGM minutes approved.</p>	<p>MJ</p>
	<p>3-Year Plan review 2020-2023 reviewed by committee group.</p> <p>Events: CifA to take the MASIG banners to upcoming CifA conference. AJ to set up postcards to supplement banners/stand. MK to email general members to check who is attending and whether they can man the banner/stand.</p> <p>Members: AJ to set up a group member survey with HM. This will aim to collate info on MASIG membership/skill sets they have/what they want out of MASIG.</p> <p>Communication: MASIG updates /stories to tag onto HE's newsletter or NAS letter rather than duplicating what others already publish.</p> <p>CMD to update Facebook admin and send round twitter passwords.</p> <p>Short introductions to 'meet the committee' to be re-introduced on social media platforms/MASIG CifA page. Next round to be integrated in HE's newsletter. Advertise for another ordinary committee member (academic background).</p> <p>Update MASIG CifA page</p>	<p>AJ</p> <p>MK</p> <p>AJ and HM</p> <p>CMD/All</p> <p>MK</p>

<p>4.</p>	<p>Update on MASIG tasks</p> <ul style="list-style-type: none"> • Keeping track of consultations and consultation responses (we are an advisory voice to Cifa) OneDrive SharePoint drive to be set up to track these. Cifa to set this up for continuity issues. • Social media Covered above. • Newsletters and feeding into other publications Covered above. • Stand-alone events/practical sessions Interaction with RoW over the past year has been tricky. Commercial organisations have stopped using this service. Different phases of change have exasperated these issues. <p>Proposal – MASIG to set up a meeting/workshop with RoW in order to iron out these issues. Result will be a Cifa/MASIG best practice guidance (approved and signed off by RoW) outlining the work flow that will fit the legal requirement of the RoW. Prior to meeting collate a list of questions to present to the RoW.</p> <p>HE is veering towards establishing a better relationship with RoW – align different datasets.</p> <ul style="list-style-type: none"> • Liaison with HE, future of profession To follow on from group survey sent out to members. Future of the profession – targeting skill levels. Tie in with HE skills forum. AJ and HM to draft this. • Collection of materials/photographs for promotional materials Once the OneDrive SharePoint is set up AJ will create a folder for saving this material. Reminder to credit/acknowledge source. • Collate list of available guidance and keep this maintained. SS to set up a spreadsheet of available guidance (signposting to where these are located). This will be saved on OneDrive SharePoint and potentially made available to the wider membership. • Liaison with Cifa MK sent out request for budget reports. Annual reports will be issued in summer. Keep Megan posted on anything to update on the group webpage. 	<p>MK</p> <p>MJ</p> <p>AJ and HM</p> <p>AJ</p> <p>SS</p>
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	<p>MASIG or members from companies can provide this service. FB post to be sent out (via social media pages) to early career grads. etc. where you can direct members to person/persons who to contact. Can also be issued through HE newsletter/NAS newsletter.</p>	All
5.	<p>AOB</p> <p>AJ provided update on Net Zero Session. Unfortunately, attendance was not high. Really useful conversation started. Big issue when tendering for marine projects (marine engines etc.), where infrastructure is not yet available to support this.</p>	
6.	<p>Date of the next committee meeting, and future events</p> <p>Next meeting in June 2023. SS to send out doodle pool.</p>	SS