

CIFA INTERNATIONAL PRACTICE SPECIAL INTEREST GROUP

20 July 2022, 1700-1800 GMT

Minutes – Committee Meeting (via Zoom)

Present: Leonora O'Brien (Chair), Caroline Pathy-Barker (Secretary), Scott Chaussée, Michael D'Aprix, Alice Hobson, Daria Adamson

Apologies from: Ian Travers, Niamh Carty, Jamie Quartermaine (Treasurer)

Minutes: Leonora O'Brien

1. Welcome – apologies

2. Approval of minutes

Minutes from meeting of 22 June 2022, 1800-1930 GMT - approved for issue

Action: *Leo to send minutes from 22 June 2022 to Meg*

Action: *Meg to put minutes from meeting of 22 June 2022 on Cifa IPSIG website*

3. Update on activities

Gmail not working – Meg has uploaded documents onto Google drive for collective editing

4. SIG 3-Year Plan 2022-2025

Scott updated the committee on the 3-year plan. Committee discussed various comments and changes. Edited 3-year plan approved by Committee.

Action: *Scott to circulate final version to Committee for final check*

Action: *Committee to check and approve*

Action: *Meg to upload to Cifa IPSIG website*

5. Membership survey

Will be collected using SurveyMonkey and analysed in Excel spreadsheet.

Questionnaire approved by Committee.

Action: *Leo to send to Meg for issue to Membership*

Action: *Meg to issue to Membership*

6. Annual report on group activities due on 1 August 2022

Action: *Leo to draft and circulate to Committee*

Action: *Committee to check and approve*

Action: *Leo to send to Meg*

7. AOB

Carried forward to next meeting

- ICOMOS-Ukraine request for technical assistance (due 31 Aug 22)
- review and update of IPSIG Competence Matrix
- review of Cifa IPSIG website/edits to content
- planning conference sessions and workshop content
- social media content

8. Date of next meeting

14 September 2022 1700-1800

Action: *Caro to circulate Agenda & 20-June-2022 minutes with Zoom invitation in early September*