

## CifA Graphic Archaeology Group AGM

Friday 21 April 2017, 13.30 pm

Armstrong Building, Newcastle University

### Committee members present:

Lesley Collett (LC: Chair)

Sarah Lambert-Gates (SLG: Hon. Treasurer)

Hannah Kennedy (HK, Newsletter, Acting Secretary)

Also present: Lianne Birney (LB: CifA Membership Services Co-ordinator), Steve Allen, Carolyn Hunt, Matt Reynolds, Sam O'Leary

1.	Apologies	Action
	Drew Smith, Laura Templeton, Liz Gardner have sent apologies.	
2.	Minutes and Matters Arising	
	Minutes of the previous meeting have been available via the Group's page on the CifA website. There were no matters arising. LC proposed the minutes be accepted as an accurate record. HK seconded.	
3.	Election of Committee Members.	
	Nominations have been received for Mark Hoyle, Mikko Kriek and Norma Oldfield. All were elected, SLG proposed, HK seconded.  Sam O'Leary expressed an interest in being on committee.	
4.	Committee Roles	
	Liz Gardner is stepping down as Secretary; HK agreed to take on the role but would have to give up being lead in newsletter. HK to do minutes and arrange next committee meeting. The possibility of sharing responsibility for the newsletter and committing to only one long newsletter a year and short bulletins as required was discussed. LB agreed. A newsletter should be due over the summer. Changes need to be ratified when committee is quorate.	HK
5.	Standards and Guidance	
	Partnership with HE suggested in order to assist with the production of S&G for illustration & graphics. LC to speak to Kate Geary on the advisability of this way forward.	LC HK
5.	AOB	
	The meeting concluded at 13.54pm  Date and venue of next committee meeting TBC: Birmingham is suggested.	