

**THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS
EQUALITY AND DIVERSITY GROUP
ANNUAL GENERAL MEETING**

MINUTES

Wednesday 14th October 2015

10am - 12noon

Haliwell Meeting Room, Historic England Offices, 37 Tanner Row, York, YO1 6WP

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*Present: Hannah Cobb, Amanda Feather, Jim Brightman, Jan Wills, Manda Forster, Jen Parker Wooding  
Teleconference: Mike Kimber, Joe Flatman, Sarah Maclean, Sadie Watson, Sophie Jennings*

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1. Apologies for absence and confirmation of quoracy

- Apologies: Brian Kerr, Sefryn Penrose, Lara Band
- The meeting was quorate with 11 members present and a ClfA representative

2. Chair's Report [HC]

- a. Constitution: The draft constitution was approved by the group although it was noted that section 5c (having the group open to non-members without payment of subscription) should be reviewed annually and changed if too costly.
ACTION HC/AF to apply edits and submit the constitution for consideration by the Board on 22nd October. To include justification for section 5c and to include recommendation that ClfA formally adopt clause 6d(a) in all future constitutions.
- b. Confirmation of committee members: It was noted that a maximum of 9 committee members are allowed. We currently have 8. Current membership of the committee and all formal roles were voted on and approved by the group. **ACTION AF** to email Brian Kerr to check whether he wants to remain on committee.
- c. HC was appointed representative from the group to the ClfA advisory panel.
- d. Mission statement: This was approved by the group.
- e. Group logo: It was confirmed that ClfA have an official logo, the colour of which will be agreed by the committee. The word cloud to be used in flyers etc. where space allows. **ACTION JPW** to send logo and colours to committee. **ACTION committee** to agree on this and also to discuss whether the group needs a tag line.

3. Secretary's Report [AF]

- a. Schedule for future meetings was confirmed as:
 - i. Committee meeting before Xmas
 - ii. Committee meeting at or prior to conference
 - iii. Post ClfA session meeting which will also be
 - iv. Summer CPD event followed by AGM**ACTION AF** Dates to be published shortly
- b. It was discussed that we could have a stand at conference and have banners etc, and advertise the group. **ACTION Committee** to discuss this further.
- c. JPW provided guidance on annual report preparation and advised this would not be till the summer.

4. Treasurer's Report [SM]

- a. Annual budget – budget of £800 and not spent yet
- b. JPW advised there are three budget pots the group can apply to; Promotions, events, Group specific (i.e. for committee meetings etc)
- c. **ACTION Committee** to agree events for 2016 in December meeting to enable SM to submit the budget request.

5. ClfA actions and guidance [JPW]

Board to agree constitution 22nd October 2015

Committee members should all have access to group committee toolkit **ACTION: HC forward email on this to AF**

JPW to send logo and colours

JPW to set up web page on website and link to our own when developed **ACTION**

Committee to set up web page and send details to JPW

Cifa to facilitate new membership of the group

6. Publications/Dissemination

- a. Group social media [SM] – **ACTION Committee:** to further discuss at committee meeting in order to share the jobs out for the website, social media
- b. ClfA Conference session [SM and CP] – session accepted – full day workshop, call for papers. **ACTION Committee** meeting in December will be an opportunity to discuss further
- c. Diggers forum newsletter [HC] – we were invited to contribute to this but haven't had a chance. There was a suggestion that we might want to write something for other relevant SIG newsletters e.g. New Gen. **ACTION Committee** to discuss further.
- d. TA article [HC] – to come out soon, outlining group aims – based on proposal form
- e. #everyDIGsexism [HC] – members of the group to note this useful way of calling out sexism in the profession, and celebrate good practice with #ArchSwan

7. Reports on Member activities

- a. British Archaeological Awards [AF]: AF new Trustee of the awards, example of how we can influence equality and diversity – proposal of an award
- b. Scottish ClfA gender meeting [CJ] – see Attachment 1
- c. Salon [JF] – see Attachment 2 – **ACTION Committee** to review the letter originally written by HC and present something for a future newsletter that talks about us a group write a positive news item about it
- d. Mental health/"unseen disabilities" research [HC] – HC to undertake this and asks for help in distributing online link when done. **ACTION HC** Talk to JPW about PARN professional associations research network – talk to JPW about their surveys they have done and also ClfA have a survey monkey account

8. Next steps/actions plan/suggestions for future

- a. See Attachment 3

9. Any other business

No other business was raised.

10. Date of next meeting

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 - iv. Summer CPD event followed by AGM**ACTION AF** Dates to be published shortly