

CHARTERED INSTITUTE FOR ARCHAEOLOGISTS NOTICE OF 2016 ANNUAL GENERAL MEETING

**An Annual General Meeting of the Chartered Institute for Archaeologists
will be held at
4:30 pm, Tuesday 11 October 2016
at the Cardiff and Vale College, City Centre Campus,
Dumballs Rd, Cardiff CF10 5FE**

INDEX

Minutes of the 2015 AGM	Item 1
Election of accredited members to the Board of Directors	Item 2
Election of accredited members to the Advisory Council	Item 3
Report of the Board of Directors	Item 4
Approval of the audited accounts	Item 4
Appointment of auditors	Item 4

Notes

Minutes of 2015 AGM
Election statements

The AGM is being held for the following purposes

1 RECEIVE THE MINUTES OF THE 2015 AGM

- 1.1 To receive the minutes of the Annual General Meeting held on 13 October 2015 (included in this notice booklet)

2 ELECTION OF ACCREDITED MEMBERS TO THE ADVISORY COUNCIL

- 2.1 To receive the report on the election of the Board of Directors

3 ELECTION OF ACCREDITED MEMBERS TO THE ADVISORY COUNCIL

- 3.1 To receive the report on the election of the Advisory Council

4 REPORTS OF THE BOARD OF DIRECTORS

Please refer to Annual Review 2015-16 available online www.archaeologists.net/about

- 4.1 To receive the Report of the Board of Directors for July 2015 to July 2016

- 4.2 To consider and, if thought fit, pass the following Resolution which will be proposed as an Ordinary Resolution

Resolution 1 - accounts

To receive the reports of the Hon. Treasurer for the financial year 1 April 2015 to 31 March 2016 and to approve the accounts for that period.

- 4.3 To consider and, if thought fit, pass the following Resolution which will be proposed as an Ordinary Resolution

Resolution 2 - auditors

To appoint Haines and Company, Chartered Accountants as auditors to the Chartered Institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid.

DATED September 2016

BY ORDER OF THE BOARD OF DIRECTORS



**A LLEWELLYN
DIRECTOR**

NOTES

1. The resolutions to be considered under item 4 will be moved by the Board of Directors of the Chartered Institute for Archaeologists
2. The resolutions to be moved at this General Meeting may be passed by a simple majority of members present and entitled to vote
3. Non-accredited members may attend all General Meetings, but shall not have the right to vote
4. Copies of the Standing Orders can be downloaded from the CIfA website at http://www.archaeologists.net/sites/default/files/GeneralMeetingsRegs_0.pdf

**MINUTES OF THE 2015 ANNUAL GENERAL MEETING OF
THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS**

4 pm, Tuesday 13 October, Merchant Adventurers Hall, York, YO1 9XD

Jan Wills opened the meeting at 4.10pm welcoming everyone to the second AGM of the Chartered Institute and thanking Kate Geary and Mike Heyworth for the day conference that had preceded the meeting. This had been an important occasion for us to work with CBA on a matter of common interest and ClfA hopes to continue this collaboration in the future.

The AGM was held for the following purposes:

1 MINUTES OF THE LAST MEETING

Jan noted that these had been omitted from the agenda in error. Copies of the minutes had been circulated around the room for approval. The minutes were approved.

2. ELECTION OF ACCREDITED MEMBERS TO THE BOARD OF DIRECTORS

Alex Llewellyn informed the meeting of the outcome of the elections for the Board of Directors. There has been a vacancy for the position of Honorary Treasurer. Two nominations had been received from Andrea Bradley and Neil Maylan, and following a postal ballot Andrea had been elected to the post.

Jan thanked Neil for his time serving on the former Executive committee of IfA and for his contribution as first Treasurer of the Chartered Institute.

3 ELECTION OF ACCREDITED MEMBERS TO THE ADVISORY COUNCIL

Alex Llewellyn informed the meeting of the outcome of the elections for Advisory Council. There had been vacancies for 14 elected members of the Advisory Council. Six nominations have been received from ClfA members, and the following individuals have been elected:

Roy King
Kayt Marter Brown
Richard Oram
Matt Parker Wooding
John Sode-Woodhead
David Start

The Advisory Council will consider whether to fill the remaining vacancies by co-option.

Jan thanked Nick Shepherd for serving as the first chair of Advisory Council and Frank Meddens, Natasha Powers, Chris Cox and Brendon Wilkins who had all stepped down from AC at the end of their term of office.

4 REPORT OF THE BOARD OF DIRECTORS

4.1 To receive the Report of the Board of Directors for June 2014 to June 2015

Jan Wills drew attention to the report from the Board of Directors which was included in the Annual Review which she hoped everyone had taken the opportunity to read. This reported on the activities ClfA had undertaken in the last year. The range and quantity of these are a tribute to the amount of work ClfA staff carry out.

The meeting voted in favour to receive the Report of the Board.

4.2 Resolution 1 - accounts

The meeting was asked to receive the reports of the Honorary Treasurer for the financial year 1 April 2014 to 31 March 2015 and to approve the accounts for that period. A copy of the accounts was set out in the annual review.

Mary Neale proposed the resolution and Steve Allen seconded this.

Neil introduced the accounts. The deficit shown had been expected and budgeted for as part of the financial investment from the Institute's reserves required to effect the transfer to ClfA. It was noted that the accounts now show Directors' remuneration and Neil therefore clarified that this related to the two members of staff who are members of the Board.

No questions were raised about the accounts. All voted in favour to adopt them.

4.3 Resolution 2 - Appointment of auditors

The meeting was asked to appoint Haines and Company, Chartered Accountants, as auditors to the Chartered Institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid.

The resolution was proposed by Paul Spoerry and seconded by Neil Maylan.

The meeting voted in favour to appoint Haines and Company as auditors for ClfA.

Meeting closed 4.30pm

Candidates for election to the Board of Directors

In alphabetical order

Name	JOHNSON, Melanie
Membership grade and number	MCIfA (1893)
Contact email	mjohnson@cfa-archaeology.co.uk
Position standing for	Ordinary member
Nomination supported by	Bruce Glendinning MCIfA, Hannah Tweedie MCIfA, George Mudie MCIfA

Please explain why you are interested in being elected to the Board of Directors

CIfA membership has been a central plank of my professional career. I joined as a postgraduate in order to demonstrate competence and professional standards when carrying out research projects, and it has remained a core part of my working life, through my employer's status as a Registered Organisation and, more recently, through my involvement with the Scottish Group SIG. I have been directly involved with CIfA since 2011, as a committee member (and Hon Secretary) of the Scottish Group. I have thoroughly enjoyed my time on the committee, it has given me a real insight into the work of CIfA and the needs and concerns of archaeologists from all parts of the profession within Scotland, and I feel that the Scottish Group has made a really positive contribution. I am keen to expand my involvement with CIfA and build on the experiences gained through my involvement with the Scottish Group.

I am also keen to ensure there is representation on the Board from members working in Scotland; in Scotland we have a high take-up of CIfA membership within the profession, and I would like to ensure, alongside the Scottish Group SIG, that the voices and concerns of those working in Scotland are heard at the governance level within CIfA.

In this time of evolving political change with regards to the UK's membership of the EU, I believe it is important for CIfA to have a strong voice to safeguard the profession as we know it and value all we have achieved.

What skills and experience do you have that are relevant to being a member of the Board of Directors

I have been working as an archaeologist in Scotland since 1996 and have been a member of the IfA/CIfA since 1999. I am currently the fieldwork Project Manager and the Head of Post-excavation Services at CFA Archaeology Ltd. I have, therefore, worked in commercial archaeology in Scotland for 20 years, progressing from Site Assistant, to Project Officer, to Project Manager, with in-depth knowledge of the contracting sector and of post-excavation work, including as a pottery specialist, and I have a wide variety of contacts within the profession across Scotland. As a Member of CIfA, I incorporate the Standards and Guidance into my daily working practice and have a wide range of skills of relevance to the Board.

I have been the Hon Secretary of the Scottish Group committee since 2011 and attend Groups Forum meetings whenever possible, and I hope to bring to the Board knowledge gained from working closely with a Special Interest Group over the last 5 years. Through my involvement with the Scottish Group, I have represented CIfA at various events, contributed to consultations, and assisted with provision of CPD training events. I have also previously been a Trustee of Archaeology Scotland and therefore have a good understanding of the responsibilities of a governing Board. I believe this is a good grounding for the hard work and commitment that will be necessary for being an active member of the CIfA Board.

Candidates for election to the Advisory Council

In alphabetical order

Name	FORRESTAL, Colin
Membership grade and number	PCIfA (5803)
Contact email	Forrestal.colin@gmail.com
Nomination supported by	Hugh Corley ACIfA, Sarah Orr MCIfA, Edmund Lee MCIfA

Please explain why you are interested in being elected to the Advisory Council

I have had the privilege of being the IMSIG group representative on the Advisory Council since we have obtained chartership. I now wish to encourage another member of the IMSIG group to be the group representative to add to the expertise of the council. In addition, as an elected member I can help to make sure the meetings are quorate.

As an active member of ClfA for many years I see the Advisory Council as an important body within the Institute. Its role assisting in formatting the future agendas, policies and direction of the chartered institute are invaluable and as a sounding base, the ideas and practical advice are invaluable.

In my time on the council we have started to tackle such issues as equality, diversity, bullying as well as training. These are ongoing issues which require a diverse input. This is not to say that all is correct in ClfA. We need to be encouraging our female colleagues to progress through the membership ranks. In the accredited grades the membership of each grade is roughly 60:40 in favour of males, with MCIfA being the largest disparity.

I also wish to assist in shaping the future of ClfA by introducing mentoring to assist people coming through the grades and to encourage our student membership to progress to PCIfA. This I think will assist in the validation of our accredited grades and eventually the introduction of the Chartered Archaeologist.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I am currently the secretary to both the Information Management and Research Impact special interest groups. I frequently attend the Group Forums and have attended most ClfA AGM's since joining in 2008. I am currently a council member for the Berkshire Archaeological Society(BAS). I bring 30 years of experience from the IT sector both as a project manager and as a freelancer. I have field and laboratory experience in the academic, commercial and voluntary sector. I assist in organising events for the British Science Association book the speakers for the Reading Cafe Scientifique.

I am a member of the Prehistoric Society, the Association of Environmental Archaeologists and the European Association of Archaeologists. I have given papers to the EGU and EAA as well as to the BAS and at Reading Cafe Scientifique on various aspects of archaeology.

I have, as group rep, kept my groups informed of what the AC has been discussing and have asked for comments prior to attending on agenda items. This has enabled me to represent my group well I hope and to present a more informed opinion rather than just my own. This I would continue to do if elected.

Name	GIBBS, Catherine
Membership grade and number	PCIfA (5307)
Contact email	cat1981uk@yahoo.com
Nomination supported by	Sadie Watson MCIfA, Mary Neale MCIfA, Paul Riccoboni MCIfA

Please explain why you are interested in being elected to the Advisory Council

I have been the Diggers' Forum representative for the past two years putting forward the views of the DF membership on policy priorities and the future work of ClfA. As an elected member of the council I hope to continue this work, voicing the opinions and views of field archaeologists on all aspects of ClfA's work and keeping Diggers' concerns on the agenda.

What skills and experience do you have that are relevant to being a member of the Advisory Council

As I mentioned above I have been the DF representative on the council for the past two years. This has given me a clearer understanding of the work of ClfA and I am keen to continue as a member. During my time I have been directly involved in the production of the statement of competence, which has recently been adopted as a policy to the benefit of the membership. I am confident in raising and discussing issues on behalf of the members, for example I have previously raised concerns surrounding shiftwork and I hope to be able to do more work on this in the future. As a member of the DF committee I am also able to promote ClfA's work through on-line media such as DF's Facebook group, and potentially use these same tools to gather advice and anecdotal evidence for advocacy responses.

Name	HILL, Danielle
Membership grade and number	PCIfA (5353)
Contact email	Danielle.e.hill@gmail.com
Nomination supported by	David Gibson MCIfA, Jonathan Tabor MCIfA, Alison Dickens MCIfA

Please explain why you are interested in being elected to the Advisory Council

As an active member of the archaeological community I would like to increase my understanding of archaeological practice. Although I work as a commercial digger, I would like to bridge the gap between my working knowledge and how archaeological regulations form. I would like to network with other professionals and offer my own insight on issues faced by field archaeologists. I would also like to hear the advice of others on the advisory council to broaden my own knowledge. As a newly accredited member my aim is to get more involved with the archaeological community in order to develop my experience and continuing professional development.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I began my career in archaeology as a field archaeologist in June 2015 after finishing my masters degree in osteoarchaeology. As a field archaeologist the IfA regulations directly affect me and my colleagues. During my education I have continuously acted on behalf of the student body to bring issues to the attention of the faculty. Using my communication and team working skills I have been able to facilitate change to benefit fellow students. I believe my experience in student

representation will enable me to act in the interest of other members of the IfA. I hope to develop my skills for the use of the advisory council and to provide me with more expertise in archaeology. I understand that only by working together as a field can we improve upon archaeological policy and I hope to be part of this within the IfA.

Name	HOLLAND, Andy
Membership grade and number	MCIfA (5703)
Contact email	HollandArchaeology@gmail.com
Nomination supported by	Steve Allen MCIfA, Robert Janaway MCIfA, Thomas Sparrow ACIfA

Please explain why you are interested in being elected to the Advisory Council

I'm currently the Chair of Advisory Council and Forensic Archaeology Special Interest Group's representative.

Advisory council provides an essential link between the members of the Institute and the Board of Directors. I see the role of the Advisory Council as twofold: firstly, as a sounding block through which the Board of Directors can get guidance on policy and direction through a wider number of people representing a broader spread of the membership; and secondly, as an avenue through which the membership can highlight issues that they feel need to be addressed at a profession wide level.

The Advisory Council has a critical role representing ClfA's members when offering the board informed, well considered and balanced opinion as to the direction the Institute should follow.

To do this effectively meetings of the Advisory Council need a minimum number of elected members to be quorate, and have sometimes fallen short of this. I rarely miss a meeting of advisory council and if elected, Advisory Council meetings would therefore be more likely to be quorate and able to fulfil its essential role in our Institute.

I feel that as Chair I can best support the important work of the Advisory Council as a representative of the full membership rather than as the representative of one special interest group and I am therefore seeking election to the advisory council at the first opportunity since being appointed Chair.

I welcome questions by email particularly if you have issues you wish to raise at Advisory Council.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I have been a member of the Institute since 2008 and I am currently the secretary of both the Forensic Archaeology Special Interest Group, and the Forensic Archaeology Expert Panel. I was Vice-Chair of the Validation Committee prior to the conclusion of my second term, chairing many Validation Committee meetings. I believe these and other previous committee positions provide the experience to allow me to be an effective member of the Advisory Council.

I am currently carrying out research in a University department, but I also run my own business providing professional services in forensic archaeology and I have previously worked in commercial archaeology. I therefore have multiple perspectives on the profession and feel this will help when facilitating balanced discussion in Advisory Council meetings.

I am a member of the Forensic Archaeology, Finds, Graphics, GeoSIG, Maritime Affairs and Research and Impact Groups.

I am a strong advocate of membership of CfA and the development of accreditation for university courses as well as the awarding of chartered archaeologist status in the near future.

I have been a member of Advisory Council since its establishment at the launch of the Chartered Institute, and I was elected Chair of the Advisory Council in February of this year.

Name	JOHNSON, Melanie
Membership grade and number	MCfA (1893)
Contact email	mjohnson@cfa-archaeology.co.uk
Nomination supported by	Bruce Glendinning MCfA, Hannah Tweedie MCfA, George Mudie MCfA

Please explain why you are interested in being elected to the Advisory Council

CfA membership has been a central plank of my professional career. I joined as a postgraduate in order to demonstrate competence and professional standards when carrying out research projects, and it has remained a core part of my working life, through my employer's status as a Registered organisation and, more recently, through my involvement with the Scottish Group SIG. I have been directly involved with CfA since 2011, as a committee member (and Hon Secretary) of the Scottish Group. I have thoroughly enjoyed my time on the committee, it has given me a real insight into the work of CfA and the needs and concerns of archaeologists from all parts of the profession within Scotland, and I feel that the Scottish Group has made a really positive contribution. I am keen to expand my involvement with CfA and build on the experiences gained through my involvement with the Scottish Group.

I am also keen to ensure there is representation on the Advisory Council from members working in Scotland; in Scotland we have a high take-up of CfA membership within the profession, and I would like to ensure, alongside the Scottish Group SIG, that the voices and concerns of those working in Scotland are heard at the governance level.

In this time of evolving political change with regards to the UK's membership of the EU, I believe it is important for CfA to have a strong voice to safeguard the profession as we know it and value all we have achieved.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I have been working as an archaeologist in Scotland since 1996 and have been a member of the CfA since 1999. I am currently the fieldwork Project Manager and the Head of Post-excavation Services at CFA Archaeology Ltd. I have, therefore, worked in commercial archaeology in Scotland for 20 years, progressing from Site Assistant, to Project Officer, to Project Manager, with in-depth knowledge of the contracting sector and of post-excavation work, including as a pottery specialist, and I have a wide variety of contacts within the profession across Scotland. As a Member of CfA, I incorporate the Standards and Guidance into my daily working practice and have a wide range of skills of relevance to the Advisory Council.

I have been the Hon Secretary of the Scottish Group committee since 2011 and attend Groups Forum meetings whenever possible, and I hope to bring to the Advisory Council the knowledge

gained from working closely with a Special Interest Group over the last 5 years. Through my involvement with the Scottish Group, I have represented ClfA at various events, contributed to consultations, and assisted with provision of CPD training events. I have also previously been a Trustee of Archaeology Scotland and therefore have a good understanding of the responsibilities of governance structures. I believe this is a good grounding for the hard work and commitment that will be necessary for being an active member of the Advisory Council.

Name	WATSON, Sadie
Membership grade and number	MCIfA (5532)
Contact email	swatson@mola.org.uk
Nomination supported by	Catherine Gibbs PCIfA, Chiz Harward MCIfA, Fiona Seeley MCIfA

Please explain why you are interested in being elected to the Advisory Council

Having previously served on Council I know that it is a very useful and positive experience. I have worked within the commercial sector for 20 years and understand both the pressures and joys of the job. I want to represent my colleagues from across the commercial sector to ensure that our views are heard by our professional body. I am a keen supporter of the Diggers' Forum, the established voice for field archaeologists, and would continue to promote their aspirations.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I have served 6 years on Council in the past and during this time I attended meetings that led up to the Chartership of our professional body and contributed to discussions throughout the process. I feel that it is crucial that all sectors of our profession are represented by ClfA, in particular my colleagues in the field who have less opportunity to attend meetings and contribute themselves. I am experienced in negotiation, team working and problem solving, all qualities that will serve me in good stead should I be elected to the Advisory Council.

Name	WISEMAN, Rob
Membership grade and number	MCIfA (8701)
Contact email	rob.wiseman@oxfordarch.co.uk
Nomination supported by	Tom Phillips ACIfA, Aileen Connor ACIfA, Graeme Clark ACIfA

Please explain why you are interested in being elected to the Advisory Council

I come to archaeology after careers in business and policy. Archaeology in the UK has to work within a policy environment which faces major changes. The bulk of archaeological work in the UK is also done commercially, and archaeological units have to be successful businesses. I would like to contribute my experience to help strengthen the profession, by bring perspectives from my own business and policy.

What skills and experience do you have that are relevant to being a member of the Advisory Council

I come to archaeology as my fourth career. I have worked previously in communication research, running a policy consultancy, and the pharmaceutical industry. Skills I bring include:

- Effective communication systems and strategies
- Community building
- Helping not-for-profit organisations engage their constituencies, secure the funding they require, and achieve their goals

- Lobbying government for policy and structural change
- Running a small business, which included managing staff and finances

I currently work as Contracts Officer for Oxford Archaeology. My role is to secure funding and contracts for commercial archaeological projects. I assess projects for their archaeological potential, as well as the costs involved in delivering them.