

## CIfA Graphic Archaeology Group AGM

Thursday 21 April 2016, 10.30 am

Room 528, Ken Edwards Building, University of Leicester

### Committee members present:

Laura Templeton (LT: acting Chair)  
Steve Allen (SA: acting Hon. Secretary)  
Sarah Lambert-Gates (SLG: Hon. Treasurer)  
Lesley Collett (LC: newsletter)  
Liz Gardner (EG: Advisory Council rep)  
Lucy Martin (LM: currently co-opted)

Also present: Lianne Birney (LB: CIfA Membership Services Co-ordinator), Carolyn Hunt, Anna Stewardson, Fiona Griffin

1.	Apologies	Action
	Drew Smith, Tom Small, Danny Dutton 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. LT proposed the minutes be accepted as an accurate record. EG seconded.	
3.	Election of Committee Members	
	LT and SA have completed an additional year on committee and must step down. Vacancies for Chair and Hon. Sec need to be filled or Group may be suspended. After extended discussion:  LC offered to stand for Chair, nominated SA, seconded EG EG offered to stand as Hon. Sec., nominated SA, seconded LT. Full complement of officers posts filled. Annual appointment of Advisory council rep: EG happy to continue, nominated LT and seconded SA.  Ordinary members: LM had stood for election to committee, nominated LT and seconded SLG: elected. Allocation of other roles to be decided at next committee meeting.  LT and SA have offered to continue to help with GAG activities and may attend meetings as observers.	
4.	Officers' Reports (appended below)	
	<b>Due to time constraints, discussion of the Officers' Reports was deferred until the next Committee Meeting.</b>	

**Acting Chair: Laura Templeton:**

This year our committee members have again demonstrated their commitment to Graphic Archaeology as a continuing and developing profession by communicating to group members and by continuing discussion about issues facing us wherever we are working.

The year began with a workshop added onto the AGM, in which we updated ourselves with the UK copyright laws. A must for all of us to ensure that we are not imposing on other illustrators rights as well as protecting our own. There was also a discussion about using digital techniques in illustration and two case studies on the cost effectiveness of different approaches

I've been pleased to see other groups in the ClfA being encouraged to adopt a competency matrix for specialists applying for membership of the ClfA. These have been based on the model brought across from the Association of Archaeological Illustrators and Surveyors and adapted for use in the ClfA processes. It is enabling specialists to be assessed for a fair level of membership within the Institute.

The exhibition of work by members has been well received and will appear again at this year's conference. Our web pages have also been updated and members' work can also be displayed there.

The Facebook and Twitter pages are worth keeping an eye on. It's a quick way for us to contact each other with news and job opportunities, but for those who prefer a magazine, we still intend to send out Graphic Archaeology News on a regular basis. In the coming year, our group intend to look at Standards within the profession. I want to hear your views about this. The discussions will begin at the Annual General Meeting on 21st April.

Graphic Archaeologists too often find themselves isolated as the only specialists of their type in the work place or at home/office alone. We have so many ways now of keeping in touch. So please do – and if you produce Graphic work for archaeologists in any form you are welcome to sign up to the group.

**Acting Hon Secretary: Steve Allen:**

Minutes of the 2015 AGM at Worcester have been completed and been available on the ClfA website since June. GAG committee has met on two occasions since the last AGM- in October and January in Worcester - both meetings have been minuted and uploaded to the webpage. I have continued to support other committee members, especially with meetings, the newsletter and exhibition and liaise with ClfA office as required. One continuing issue has been answering queries from non-members with variations on the theme of "How do I start working as an archaeological illustrator?" now answered with a proforma reply, tweaked to address any specific issues raised by the enquirer. While it is quite rewarding to be able to offer advice there are, apart from the time this takes up, two particular

frustrations- firstly that having been given free help and advice, most of the enquirers do not then bother to join ClfA or sign up to GAG, and secondly, that at least half of the enquirers do not actually know what archaeological illustration is. This is a matter GAG needs to address in the next year.

Membership of the Group currently stands at 565, down 16 from 581 in 2015; non-ClfA members up from 3 to 5.

**Hon Treasurer: Sarah Lambert-Gates:**

As with all SIGs, ClfA agreed a budget of £800 for the Group to cover travel to and other meeting expenses. £778.56 has been spent this year (£366 on the exhibition, rest on meeting expenses, room hire including the AGM event) and we received additional income of £81, keeping us within budget. The committee have limited the number of meetings and expenses have stayed within the agreed amounts.

**Advisory Council: Liz Gardner:**

Liz has attended ClfA Advisory Council meetings on our behalf over the last year and made a useful and valuable contribution to the discussions that have been held. AC rep is appointed on an annual basis and we propose Liz continues in the role for 2016-17

**Website: Tom Small:**

Website continues to receive occasional updates, particularly to the members' gallery sections.

**Newsletter: Lesley Collett:**

A News update and a newsletter have been sent out in the year and a revised schedule alternating newsletters with simpler news bulletins had been agreed to improve communications with the membership. Major issue is the lack of contributions from the membership- get writing those articles and send them in!

**Exhibition: Drew Smith, Lesley Collett, Sarah Lambert-Gates:**

The exhibition is on show at the ClfA Annual Conference in Leicester. More contributions and indeed opportunities to mount a show are always sought to allow the exhibition to demonstrate the wide range of work undertaken by its members and to allow more flexibility in theming the exhibition for specific events. Owing to Drew's relocation to France, plans for the exhibition have been on hold while. Ideas for specific events where the exhibition might appear are welcomed

**Assessments: Liz Gardner and Tom Small:**

One candidate came forward for a membership upgrade on 17th May in

	<p>Edinburgh and the report was forwarded to contribute to the Validation Committee's deliberation over the candidate. Any members considering upgrading their current membership grade are encouraged to apply. And should any GAG members know of anyone wishing to join ClfA, do not hesitate to put them in contact.</p> <p><b>Standards and Guidance: All:</b></p> <p>Plans for a meeting to discuss standards and guidance for archaeological graphics will be discussed at the AGM</p>	
<b>5.</b>	<b>Business Plan 2015 – 17</b>	
	Discussion deferred to first committee meeting owing to time constraints.	<b>ALL</b>
<b>6.</b>	<b>Standards and Guidance Meeting.</b>	
	Discussion deferred to first committee meeting owing to time constraints.	<b>ALL</b>
<b>7.</b>	<b>ClfA Conference 2017</b>	
	Discussion deferred to first committee meeting owing to time constraints.	<b>ALL</b>
<b>4.</b>	<b>AOB</b>	
	<p>Thanks to committee members LT and SA for work on GAG committee over the years.</p> <p>Thanks to SLG for bringing exhibition from Reading to Leicester.</p> <p>The meeting concluded at 10.50am</p> <p>Date of next committee meeting 21 May 2016. Venue: York (requested by TS) with no room hire charge. SA to confirm Skype facilities and book meeting room at YAT, 47 Aldwark.</p>	