

MEETING of the COMMITTEE OF THE  
CIfA GRAPHIC ARCHAEOLOGY GROUP  
12.00 noon, Saturday 1 October 2016  
Oxford Archaeology, Janus House, Oxford OX2 0ES

MINUTES

**Present:** Lesley Collett (LC-Chair), Hannah Kennedy (HK-Newsletter), Ellie Winter (EW- by skype), Drew Smith (DS- Assessments- by skype), Tom Small (TS-Website and assessments- by skype), Steve Allen (observer, temp minutes taker)

The live tweeting done by SLG at the previous meeting had been a success and HK continued with this role at the current meeting. Any confidential issues were not tweeted but we hope this will allow the membership to be more aware of what is going on.

		<b>ACTION</b>
1	<b>Apologies</b> Sarah Lambert Gates (SLG-Treasurer), Laura Templeton (LT-observer), Liz Gardner (EG), Lucy Martin (LM), Lianne Birney (LB-CIfA office).	
2	<b>Minutes of previous meeting and corrections to Minutes</b> The Minutes were agreed to be a true record of the proceedings.	
3	<b>Appointment of acting Secretary and Advisory Council Rep.</b> LG has had to step down from the role of secretary and advisory council rep. Following brief discussion and outlining of role, HK offered to step in, proposed LC, seconded DS- all agreed. LM had also decided to step down. EW was co-opted to the committee.	
4	<b>Conference 2017</b> Proposal for a CPD practical workshop on 3D photogrammetry had been submitted by HK and approved. Discussion of potential contributors took place and a shortlist drawn up. Proposal for the mounting of the GAG exhibition at Conference had also been agreed, open to all MCIfA members. Possibility of an early career section was discussed. Status of existing pop-up banners housed at CIfA office to be checked on.	<b>HK, SLG, all</b>
5	<b>Newsletter and News Updates</b> Recently submitted to CIfA office for distribution. News update next at around Christmas/New Year with reminder for newsletter contributions for Spring 2017. Contributions offered- EW on CIfA placement experience, DS and Mikko Kriek on experience working abroad and an international perspective.	<b>HK, EW, DS</b>
6	<b>Advice for early career enquiries</b> Pro Forma letter/advice for new starters to be prepared updating those written by SJA some years ago. Letter to be sent to CIfA office to answer general enquiries and copy to GAG website with specific issues will be forwarded to GAG committee to answer.	<b>All</b>
7	<b>Standards and Guidance for Archaeological Illustration</b> LC summary of August S&G meeting to be circulated as a draft for discussion/comment via tracked changes. Meeting to follow in new year.	<b>LC, all</b>
8	<b>AOB</b> CIfA GAG website to be checked for consistency with rest of CIfA info. TS to suggest possible gaps which need filling  Skype- everyone to supply up to date contact information (email and Skype accounts!) before next meeting.  DONM to be confirmed. Possible technical issues with Skype at OA coping with multiple dial ins. Next meeting possibly York	<b>TS, ALL</b>

Meeting closed 1.30pm