CIfA Buildings Archaeology Group committee meeting
16 January 2015 11:30
The Mill House, Bromley By Bow

Present: Mike Nevell, Frank Green, Bob Hill, Cath Poucher, Lara Band, Tim Murphy, Paul Bowen, Amanda Foster (CCIfA)

Apologies: Edward James, Lianne Birney (CIfA),   **Absent:** Caroline Vile

Minutes taken by: Cath Poucher

1	**Matters Arising**	Action
	Standards and guidance: BH and FG to email committee.	**FG/BH**
2	**CIfA Conference**	
	It was confirmed that the two main organisers (CP and EJ) will get the Friday of the conference free.	**NOTE**
	CP, EJ and MN will discuss the organising of the conference further, and will circulate further information to conference speakers.	**CP/EJ/MN**
3	**Marketing Materials**	
	TM presented the new business card ideas to the group, which were met positively.	**NOTE**
	TM will put the new group logo on the business card and will forward the completed card onto the CIfA to be printed.	**TM**
	AF confirmed that the group will get banners and the committee will look for images for the banners.	**NOTE**
	The new logo needs to be sent to the committee to put on the twitter and LinkedIn feeds.	**AF**
4	**Events**	
	We have been invited to exhibit at the Construction History Society in March – This was met positively, however it was agreed that EJ needs to get more information first prior to any conformation.	**EJ**
	IT was also agreed that we should discuss the possibility of having a day conference with the AIA. MN will raise this at future meetings	**NOTE**
	BH's event made a £200 loss – BH will incorporate feedback and organise a follow on event – possibly to be based in London. This will be discussed at the next meeting.	**BH**
5	**Revision of CIfA Buildings Standards and Guidance**	
	The committee will arrange a separate meeting to discuss this.	**NOTE**

6	Any other business	
	The committee raised the idea of having a featured article in 'The Archaeologist'	NOTE
	LB passed around a list of organisations – this will keep being added to	LB
	CP raised a lack of communication from CV and AF confirmed that the CIfA would email her.	AF