

ClfA New Generation SIG Committee Meeting

22 January 2015,

Birmingham and Midland Institute

Minutes

Present: Natalie Ward (NW), Ben Jervis (BJ), Alistair Galt (AG), Rebecca Enlander (RE), Oliver Davis (OD)

1.	Apologies	Action
	Rachael Abraham (RA), Holly Pike (HP), Chris Chinnock (CC)	
2.	Action Points	
	Contact committee members to find a candidate for Groups Forum rep.	NW
	AG has offered to fulfil the role of membership ambassador.	AG
	Devise a pilot recruitment programme at Cardiff.	BJ/OD
	Contact the chair of the validation committee and circulate a call for interested members.	BJ
	Review social media strategy.	CC
	Take on specific responsibility for publicity.	AG
	Develop a pilot programme of advice sessions at Cardiff.	BJ/OD
	Look into piloting a careers fair at Cardiff.	
	Coordinate initiation of help-sheet project.	CC
	Coordinate the erection of a board at the 2015 conference to create a '2050 skills wish list'.	BJ/NW
	Follow up use of our own logo and changing of SIG to group with ClfA.	NW
	Contact Rob Sutton to enquire about updating the existing New Generation logo to use alongside the corporate logo.	NW
	Lead on organisation of a CV workshop at the 2015 conference.	BJ
	Hand over responsibility for the website and social media to CC.	BJ/CC
	Contact Andrea Bradley & Amanda Forster to track progress on approval of the mentoring scheme.	NW
	Submit event proposal from to ClfA by end of January.	RA

	<p>Contact Jan Bailey about the training event.</p> <p>Look into compressing videos from Birmingham conference for YouTube.</p>	<p>NW</p> <p>OD</p>
3.	Changes to Committee	
	<p>NW welcomed AG, RE and CC to the committee.</p> <p>RE and CC have not been formally elected onto the committee. They will be co-opted until the AGM and will then be formally nominated and voted on.</p> <p>HP would like to step down before the end of her term, but is happy to continue organising the training event with RA.</p>	
4.	Roles of Committee Members	
	<ul style="list-style-type: none"> • BJ is to become secretary with OD reverting to being an ordinary committee member. This was unanimously voted for by the committee. • Advisory Council Representative: NW volunteered to perform this role for 1 year (until the 2016 AGM). • Groups Forum: NW currently represents the group, but this needs to be a different representative to the Advisory Committee. NW to contact committee members to find a candidate. • Membership Ambassador: This role is to promote membership of the group and ClfA more generally. AG has offered to fulfil this role. • BJ and OD will devise a pilot recruitment programme at Cardiff. • Validation committee: The validation committee would like a new generation (PlfA level) representative. This doesn't need to be a committee member. BJ will contact the chair of the committee and circulate a call for interested members. • Social Media: CC has agreed to take on this role. 	
5.	Business Plan	
	<ul style="list-style-type: none"> • Comments received from consultation: One comment was received from Martin Rosevare from the Geophysics SIG. He said that training has been raised by their committee. • Changes to the Business Plan: <ul style="list-style-type: none"> ○ Training: HP is standing down from the committee, but will continue to help with arranging a training 	

	<p>event for spring 2015 (see training below).The training needs survey has been undertaken and analysed.</p> <ul style="list-style-type: none"> ○ Organise Session at 2014 IfA Conference: A session was successfully organised. This objective has now been fulfilled. ○ Social Media: CC is taking over responsibility from BJ. CC to review social media strategy. ○ Mentoring: See separate item below. A scheme was scoped at the 2014 conference and a list of potential mentors and mentees has been drawn up as part of the proposal submitted to ClfA. ○ Raise profile of ClfA and participate in recruitment: AG to take on specific responsibility for publicity. ○ Pilot a work shadowing scheme: It was agreed that this should become a long term objective, with the proposed help sheets project being brought forward. ○ Work with universities to create opportunities for NGSIG members to advise students: BJ and OD to develop a pilot programme of advice sessions at Cardiff. These could potentially be videoed/live streamed so that students at other institutions can view them online. AG to take on responsibility of liaising with universities. ○ Support IfA in move to chartership: Chartership has now been achieved. NGSIG will continue to assist ClfA as required. ○ Work with universities to organise an archaeology career fair. BJ and OD to look into piloting a careers fair at Cardiff. ○ Produce help sheets: It was agreed to bring this forward as it is an achievable medium term objective. CC to co-ordinate. ○ Work with partners across the profession: On going. NGSIG to have a board at the 2015 conference where attendees can write a skills wish list for the year 2050. BJ and NW to co-ordinate. 	
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6.	Logo Changes	
	<p>CifA have issued new logos and colour schemes for each SIG. The consensus was that our colour was acceptable.</p> <p>It was agreed that the use of the acronym SIG on the logo could be changed, as the meaning may not be clear to non-members of CifA. NW to follow up with CifA.</p> <p>NW to contact Rob Sutton to enquire about updating the existing New Generation logo to use alongside the corporate logo.</p>	
7.	CifA Conference 2015	
	<p>Fringe Events: It was agreed to cancel the proposed networking event due to lack of interest. BJ proposed that the group could run a CV workshop. It was agreed that this would be pursued. BJ to lead on this.</p> <p>Papers in Other Sessions: BJ and NW are speaking in the session being organised by Kate Geary and Raksha Dave.</p>	
8.	Social Media	
	<p>Draft Strategy: The use of social media was discussed. It was agreed that social media can be used on an ad hoc basis in a more focussed manner e.g. around events. We need to accept that this means that it won't be active all the time, however we do need to try to use it more frequently. The strategy needs to be paired back to make it more flexible. We could look into promoting social media 'events' such as Q and A sessions.</p> <p>BJ to hand over to CC and discuss how to progress website.</p>	
9.	Mentoring	
	<p>Natalie presented a proposal for a pilot mentoring scheme. The project is currently stalled as we are waiting for approval to proceed from CifA. NW to contact Andrea Bradley & Amanda Forster to track progress on approval of the scheme.</p>	
10.	Training	
	<p>Based on the training needs survey, priorities for training have been identified. The first priority is training on applying for funding. HP has approached the HLF in Manchester and a date on 30th April has been set for a half day event for obtaining funding from HLF. RA to apply for event funding from CifA. Jan Bailey from GGAT has also been contacted about organising training on how to apply for funding. Non New Generation</p>	

	<p>members would be charged the £10 membership fee.</p> <p>RA to submit event proposal from to ClfA by end of January.</p> <p>NW to contact Jan Bailey about the training event.</p>	
11.	AoB	
	OD to look into compressing videos from Birmingham conference for YouTube.	
12.	Date of next meeting	
	AGM at conference	