

## New Generation SIG of IfA

### Minutes of meeting

Thursday 29 November 2012, 1.30pm  
Birmingham Midland Institute, Birmingham

**Chair:** Andrea Bradley and Natalie Ward

**Present:** Oliver Davis, Ben Jervis, Rachael Monk

**Staff:** Lianne Birney, Amanda Forster

1.	Apologies	Action
	Apologies were received from: Holly Beavitt-Pike	
2.	Introductions	
	Everyone introduced themselves	
3.	Constitution of AGM in By Laws	
	<p>AF – These are there as guidance for the setting up and function of a group. The Groups Toolkit involves the business plan and is tied to the IfA's Strategic Plan and constitution, for example the name of group and aims and objectives.</p> <p>All decided the name of the group should be 'New Generation' and this will be adopted at the AGM at Conference in April 2013. Primary function will be representing the new/next generation of archaeologists.</p> <p>The committee will be voted in at the AGM and then will need to write a business plan. Minimum of 5 people needed to vote them in and there are 20 members of the group so far. Advance notice of the AGM needs to be given 28 days prior in order to ask for proxies from people not attending.</p> <p>LB will ask for the notice before the AGM and this is usually combined with an event to encourage more members to attend.</p> <p>BJ – 6 (b) of Strategic Plan talks about 3 year re-election. AF says the group can encourage swapping round but don't want to exclude committee members who have been in place for one term. Actively canvassing younger people to join the group and be on the committee would help keep the committee refreshed.</p> <p>A mentoring function of the group should be in place. AB suggested this was added this as an informal objective.</p> <p>The group need to hold around 2 to 3 meetings per year, plus one AGM (to agree minutes of last year, report of year and finance) and include travel expenses in the budget, usually held at a free venue where group members work, these can be rotated a tie in with an event. This depends on your employers and the time they can give you for this. LB is the 'friend' of the group so you can ask her questions or AF, who likes to attend a meeting at least once a year but the group don't have to have an IfA staff member present.</p>	

	<p>You can open up the agenda to others in the group for input but have less committee members at the meeting in order to aid the decision making process. These will go online. Can request specialists attend the meeting if needed.</p> <p>If there are any problems for example the Chair stepping down or no members, an EGM can be called to get things back on track.</p> <p>Group communication is important, the Groups Forum is a meeting that will be online so representatives of all the groups can discuss problems.</p> <p>Everything the IfA do is approved by council. Students and Affiliates are a target area for the NG group but they cannot be on the committee because they are non-corporate. AB suggests they shadow the committee members to learn about the roles and help with their 'Pathway to PlfA' (a project for 2013).</p> <p>If someone has specialist professional knowledge, they can be coopted onto the group committee (eg CBA staff member). If they are not a member of IfA, they can still be co-opted but have no voting abilities.</p>	
<b>4.</b>	<b>How IfA works</b>	
	<p>Members are the IfA, Council make decisions and design the Strategic plan (2012-2020), members of staff do the day-to-day work and help develop strategic plan. Executive committee are elected members of Council who look over management of staff and financial matters.</p> <p>The Business plan tasks operate under this and are linked to the Strategic plan (2012-2020).</p> <p>Currently there are proposals in place to restructure current Governance, linked to an IfA application to become a Chartered Institute. A larger advisory council of 40 would replace Council and fifty per cent would be representatives from groups which would be the real voice of the members. 20 would be elected from the membership as a whole. There would also be a smaller Board of Directors who would have a decision making capacity, advised by the Advisory Council.</p> <p>There are 12 SIGs and 3 Area groups at present. We want groups to take forward their specialist areas, with strategy and guidance, practice papers and act as an interface between IfA and non IfA members. There is also a recruitment element to being a group, as well as working in tune with the strategic plan.</p>	
<b>5.</b>	<b>Strategic Plan from 2010 - 2020</b>	
	<p>There are six main objectives with objectives to define each one; the business plan breaks them down into individual projects to do the work. AF to find out if the business plan can be available to groups.</p> <p>AB notes that Number 06 is inward looking about running the IfA and the others are about archaeology in society and how it is perceived by the outside world. Reputation and innovation (02). AF advised that groups have aims and objectives and how they relate to the IfA Strategic Plan in order to link it, but we haven't asked groups to break it down into the 6 points.</p>	

<b>6.</b>	<b>Groups Toolkit</b>	
	<p>This is what we want to put together to assist groups with the information we need from them and what the groups want. Next year this will be available on the website in the Group zone and all information will be held in one place. Section 2 is essentially the strategic plan, listing group members, contact details, budgets and minutes to be agreed before publishing to the website.</p> <p>Section 3 can have activities added to, speaking to other groups to show how someone does something in a specialist area and become a member, for example developing a competence matrix for Graphics to assist validation. A guide to help people through the levels. BJ would like to identify ways of field archaeologists becoming members when they do not have reports, so the NG group could consolidate the matrices as a whole.</p> <p><i>Pathway to PlfA</i> is a new idea which would develop our support to students and early career archaeologists upgrading to the Corporate level membership. A support pack with a self assessment check list so that when they get a job and are not being paid PlfA salaries their employers, as ROs will have to train them to help them reach corporate level. This has to cover all areas and mirror the NVQ and Bursaries scheme.</p>	
<b>7.</b>	<b>Ambassadors scheme</b>	
	<p>This is to aid peer to peer recruitment, for example those who have applied successfully or upgraded from PlfA to AlfA. There will be training and support for the Ambassadors and lfA will pay for their attendance at conference and half their subs for the year. lfA will also help support Ambassador to attend conferences or to give papers/ recruit at events that are relevant to the lfA.</p>	
<b>8.</b>	<b>Aims and objectives</b>	
	<p>What can the NG group do?  BJ says that new gen archaeologists breaking into careers after bursaries (eg with specialist experience) would not necessarily get a job and would have to work freelance. Since doing his bursary he was not able to continue in the area as there was no support to retain the skills needed. Therefore how to build a skills network, business contacts or a mentoring scheme would be a good start. AF suggests using senior group members as mentors as non corporate members cannot be on the committee. KG, LB and CM could help with this but not the whole project.</p> <p>OD suggests the group needs an understanding of the sectors and structure of career paths. Specific bursary jobs are not always available so need to think about where archaeology is going to diversify rather than specialise. AB says we still need specialists but the jobs are not available.</p> <p>AF suggests this is a professional market issue; many people are qualified at University but then there are no jobs. However, the jobs market itself should not affect knowledge and skills, but there should be more accessible information about available jobs and the jobs market. Liaising with Universities more would be useful.</p> <p>OD suggests a speed dating workshop to ask what people do and how they</p>	

	<p>get there. AB says there is no careers information for undergraduates, so one crib sheet of blurb or a mind map to connect which skills are in which roles to produce guidance and advice. BJ says careers events were generic previously so better awareness now but academics should be recently experiences in order to advise. Also BJ suggest collating person specifications for the various jobs and add to a database, but this is a large task.</p> <p>AF adds that student conferences are on the increase, which would provide a forum for speaking directly to early career archaeologists. IfA has not really provided much material specifically as careers advice, but Pathway to PlfA will look at this.</p> <p>Kate Geary and AF are working on accreditation of fieldwork training and of academic courses. This would be an 'IfA approved' stamp on particular training options, and hopefully tie into the Pathway. Some students may then be able to graduate at PlfA level already. There is a great difference between what we need as a profession and what University's provide and this gap needs to be bridged.</p> <p>BJ suggests exploring non-academic pathways into archaeology, for example the NVQ Level 3. AF suggests talking to sixth formers to find out if they are just interested in archaeology or if they want a career. L3 NVQ could be used here as a starting point before fieldwork experience and academic training. Also MAs are needed for a lot of positions now.</p> <p>NW suggests the NG group act as a forum or representative to get feedback from others who don't want to speak out in a meeting.</p> <p>AB adds that IfA have a 10 year vision, so the group should get a vision of where archaeology is going, structure and other things by research, surveys and a talking group. This can be a starting point and lead into IfA professional practices.</p> <p>There are opportunities to do training in the field or e-learning modules for example applying for jobs, interviews and IT skills, which would link to the progression through the membership and CPD. BJ says CPD is an issue as it feels forced. AF agrees we need innovative ways of gaining CPD, and supported those who can't get access to training via work. The NG group will be a hub and have benefits for senior members too. The 'silverbacks' could sign up to a level of support for the younger members.</p> <p>BJ adds that many reports are not written by people who have the knowledge and skills. Raising awareness of employers and curators about the issues with skills and knowledge. AB says this will come after the group formation.</p>	
9.	<b>Event at conference</b>	
	<p>The group need to elect a committee at AGM, but an event could be a separate occasion.</p> <p>At conference NW suggests using social media or a secret note passing to invite people to an event of the NG group. AB adds it could target individuals to come to the AGM if we had a list of delegates, but the list is</p>	

	<p>out on the day so could be tricky to plan. A Thursday night social with wine and nibbles would need a sponsor.</p> <p>OD suggests writing on a board to answer a question or comment on something to create a debate. They could be dotted around the rooms and can add Post It notes of thoughts anonymously but need someone to be involved in the debate.</p> <p>The questions would ask about the future of the profession, what to see and what they want. Broad but focussed. Suggestions include:</p> <ol style="list-style-type: none"> <li>1. What do people want IfA to do for them?</li> <li>2. How will archaeologists be viewed by the public in 10 years time?</li> <li>3. What is excellence?</li> <li>4. How do we communicate better across the sector as a whole?</li> <li>5. What does Chartership mean to you?</li> <li>6. What does being an archaeologist mean to you?</li> </ol> <p>Could also have yes/No questions about hopes and fears for the future.</p> <p>Would need to summarise the points for a debate and could film it. Need a 4 question limit, group to think about this over Christmas and refer back to each other via email.</p> <p>AB suggests some kind of flash mob event with a time and place to debate by the board about the issue with a time limit. Could take place in the coffee break. 2 opposing views are needed.</p> <p>BJ adds that an ongoing twitter feed would be good with teasers prior to conference. AF says that IfA staff can have a laptop with a large screen attached with ongoing updates. NW suggests a text response but this may be difficult to administer.</p> <p>Sponsors for conference events, BJ will ask his contacts. Try to find companies or people who are sympathetic to your group cause. Colum Maloney from Rubicon may give some wine. Maybe have a wine reception in local hotels or pubs. IfA will fund things like the cards to pass around and wine sponsorship will need to be separate. Could have individual glasses of wine sponsored by people or companies online.</p> <p>Need to look at timings of events as other groups may be doing things, like Digger's Forum and we don't want events to clash. Could have hopes/fears cards on tables at the conference meals to get the debate going and intrigue members.</p> <p>Publicity for the event can go in the next TA, 01 February 2013 deadline. Could have meeting in Feb too but would need an email meeting before TA. Don't forget the theme of the conference is Impact.</p>	
<b>9.</b>	<b>Roles</b>	
	<p>NF = Hon Chair, the figurehead, who writes agendas  RM = Hon Treasurer, budgets and funding with Alex Llewellyn's support.  OD = Hon Secretary, writes minutes and helps with admin</p> <p>There will be a formal annual budget of about £500 to £800 per year and then a budget for events, which will be on a case by case basis. When</p>	

	<p>organising group meetings try to get free venues and limit numbers. Newsletter editor and other jobs need to be given to other group members. OD suggests using a blog instead of old fashioned newsletters, BJ offered to set up a facebook page/group.</p> <p>AB says that Holly could be a membership person of the group.</p>
<b>10.</b>	<b>AOB</b>
	<p>NW will send the ideas round and delegate jobs for the conference organisation.</p> <p>BJ to find out from a contact about a possible Logo for the group.</p>

Lianne Birney, Membership Services Coordinator, 29 November 2012