

Chartered Institute for Archaeologists

Scottish Group Minutes

Wednesday 13 July 2016, 3pm
Archaeology Scotland, Eskmills Business Park, Musselburgh

Present: Sam Fox, Peta Glew, Melanie Johnson, Cara Jones, Matt Ritchie, Ben Saunders (for agenda item 2)

1.	Apologies	Action
	Warren Bailie, Tristan Boyle, Murray Cook, Peter Hinton, Biddy Simpson	
2.	Edinburgh Archaeology Symposium (EASy)	
	<p>Ben Saunders joined the meeting. He outlined his previous experience of similar groups/projects he has been involved with in England, and outlined his proposal for EASy. Discussion centred around how the SG could assist, and that running the event under the banner of the Diggers Forum might be the preferred avenue, given that the current geographical restriction does not conform to the SG aims and objectives of reaching all of Scotland's members.</p> <p>Was agreed that it will be beneficial for EASy to feed back to the SG committee about common themes regarding training needs or other issues, and SG committee can provide ideas for speakers or other information. EASy summaries also to be supplied for inclusion in SG newsletter. Could also be a way to recruit current non-members.</p>	
3.	Last meeting minutes	
	The previous minutes were agreed.	
4.	AGM 2016	
	<p>I. Plan for the day Activity day to include work on the broch, AGM and barbecue. Archaeology Scotland to manage and facilitate with a staff member. Central office to handle bookings. Start time 10.30am. CPD certificates for attendance.</p> <p>II. Logistics (transport, equipment, food etc) Car sharing to be promoted. Broch Cafe available for indoor space and catering. Waiting for lunch cost. Hire van/minibus/MPV as required.</p> <p>III. Risk assessment WB to prepare risk assessment and do H&S induction on the day. Look into PPE requirements.</p> <p>IV. Activities / speakers Drystone walling contractors to be contacted. Site visit can be arranged with MR after 10 August.</p>	<p>CJ</p> <p>CJ/MR</p> <p>PG/MJ</p> <p>WB</p> <p>MJ/PG/MR</p>

	<p>MJ to talk on re-erecting standing stones projects. PG to talk on outdoor working. SF to talk on new HES designations and submitting data to HERs.</p> <p>V. Budget (including budget application to Reading) Budget to be submitted to central office along with Event form. Check AGM budget in existing group budget.</p> <p>VI. Bookings and advertising Information to be sent to head office asap to allow Eventbrite booking to be opened.</p> <p>VII. AGM business Three committee members are at the end of their first 3-year term, BS, WB and MC, and will need to stand for re-election if they wish to continue on the committee for another term. CJ to stand down as Chair, MJ to stand down as Secretary, WB at end of term for Treasurer. These posts will need to be formally elected. 3 Year Plan to be agreed at AGM. Provide information timeously to head office.</p>	<p>MJ PG SF</p> <p>MJ/WB</p> <p>CJ</p> <p>MJ</p>
5.	Dates of Future Meetings	
	Weds 5 October 2016, 2pm.	
6.	AOB	
	<p>Lisa Brown is unable to continue as a co-opted member of the committee due to HES rules. MR to be interim Chair until AGM.</p>	