

Chartered Institute for Archaeologists

Scottish Group Minutes

26 May 2015, 2.30pm

College of Animal Welfare, South Gyle Crescent, Edinburgh EH12 9EB

Present: Warren Bailie Tristan Boyle, Murray Cook, Sam Fox, Peta Glew, Peter Hinton, Melanie Johnson, Cara Jones, Matt Ritchie, Bidy Simpson, Andrea Smith

1.	Apologies	Action
	Richard Heawood, Lianne Birney	
2.	Archaeology Strategy consultation	
	<p>Tim Howard had circulated a draft response from Cifa and sought comments from the committee.</p> <p>The Strategy was introduced by MR, who attended a recent consultation meeting in Inverness. Extensive discussion followed on the content of the strategy and the Cifa draft response.</p> <p>MR to collate comments with PH and forward them to Tim Howard before 02 June.</p>	MR/PH/All
3.	3 Year Business Plan	
	<p>The group are required to update their current 5 Year Plan (which runs out in 2015) to a 3 Year Business Plan using the groups template. MR drafted a three year business plan for 2015-17, using the Cifa Strategic Plan and HS grant activities as a guide.</p> <p>It was agreed that the draft Plan should be adopted. It will be submitted to Reading office and will be put forward for approval at the AGM.</p>	MR
4.	Competency matrices	
	It was agreed, following a brief discussion, that there was no need for the Scottish Group to provide specialist competency matrices for applicants. Reading office will be informed.	MJ
5.	AGM event 2015	
	<p>Preliminary plans have been made for a 'Day of Action' in Stirling as an all day members' event associated with the AGM, to engage with the profession and undertake some historic environment work.</p> <p>Date is 19 September. CJ and MC to circulate a detailed programme with budget costs. Use Eventbrite for bookings.</p> <p>Event money to be applied for through Cifa procedures.</p> <p>Social media strategy to be prepared by TB. Potential press release opportunity too.</p>	<p>CJ/MC</p> <p>WB</p> <p>TB</p>

	<p>MJ outlined the constitutional requirements for providing notice and calls for nominations. MR, PG and TB will need to be nominated for the two Ordinary Committee Member positions. It was agreed that attempts would be made to identify and co-opt a new Student Rep: AS to provide stats on which universities have the most student members.</p>	PG/SF
6.	Training events	
	<p>Most recent event was Part 2 of the planning in archaeology event in May, which was well attended.</p> <p>Currently on target for the number of events required under the HS grant for this year. AS has made an approach to ScARF about an event for later in the year, to be pursued.</p> <p>It was noted that several attendees had highlighted the value of networking – how can we achieve/promote this? Ideas required.</p> <p>Proposition to put forward a lunchtime session at EAA conference to help new applicants fill out their forms.</p>	<p>AS</p> <p>All</p> <p>MJ/CJ</p>
7.	HS Grant Update	
	<p>AS updated the committee on recent activities. The grant comes to an end at the end of this financial year. The intention is to apply for another grant from HS at the next application round this year. AS and PH to meet with HS soon to talk about the proposal, any ideas from the committee are welcome.</p> <p>Committee can support an application by highlighting the value of the grant over the last 3 years. Outcomes reports to be supplied by AS for publication in newsletter, and can also be used as the basis for a letter of support to HS.</p> <p>Separate small grant for Kate Geary is now in its first year.</p>	<p>All</p> <p>AS/CJ/BS</p>
8.	BEFS regular update	
	The usefulness of BEFS was highlighted.	
9.	Advisory Council regular update	
	<p>The committee need to elect the Advisory Council representative for the coming year at our next AGM.</p> <p>CJ provided feedback on the previous meeting. The feeling was that it's rather Anglocentric in outlook so it is important for the Group to retain strong representation. Advisory Council was looking at important priorities for the coming year, to be circulated.</p> <p>One of the items discussed was a request from Diggers Forum (DF) regarding the gathering of data on the impact of stress on the workforce when working on large projects, on both people and the archaeology. Discussion centred on how the committee could support</p>	<p>All</p> <p>All</p>

	the DF and help in data gathering. The committee will await further development of the project from the DF and feedback any ideas on data gathering.	
10.	Consultations regular update	
	<p>Committee members can be included on Tim Howard's consultation list, just contact him direct.</p> <p>Other than the Archaeology Strategy, only one other consultation at present relevant to Scottish Group interests.</p> <p>CIfA response to a Consultation on a proposed Bill relating to burial and cremation and other related matters in Scotland was submitted in April. As a result, the Scottish Govt acknowledged that the historic environment was not dealt with in the original version.</p>	
11.	Minutes	
	Previous minutes approved.	
12.	AOB	
	<p>Stall has been organised for Archaeological Research in Progress conference (30 May), committee members attending conference to help out on the day.</p> <p>Stall at Highland Archaeology Month conference (10-11 October) to be organised by MR.</p> <p>Several committee members will be in attendance at EAA Glasgow.</p>	MR
13.	Dates of Future Meetings	
	<p>04 August 2015, 2pm – College of Animal Welfare</p> <p>AGM- 19 September 2015, 3.30pm</p> <p>03 November 2015, 2pm – College of Animal Welfare</p>	