

**Chartered Institute for Archaeologists  
Scottish Group Minutes**

Wednesday 5 October 2016, 2pm  
College of Animal Welfare, South Gyle Crescent, Edinburgh EH12 9EB

**Present:** Tristan Boyle, Sam Fox, Peta Glew, Peter Hinton, Melanie Johnson, Matt Ritchie, Biddy Simpson, Lianne Birney (for agenda item 9)

<b>1.</b>	<b>Apologies</b>	<b>Action</b>
	Warren Bailie, Matthew Ritchie	
<b>2.</b>	<b>Last meeting minutes</b>	
	The previous minutes were agreed.	
<b>3.</b>	<b>AGM 2016</b>	
	<p>It was agreed that, even with the low turnout, the event was a great success and a really enjoyable day. It was agreed that we would be keen to continue this model for future AGM events. Discussion focussed on the low attendance, whether location was a factor, and the need to organise and publicise early. It was agreed that questions regarding the event could be posed in the member survey.</p> <p>SF volunteered to act as Secretary, with it being reviewed in the new year once employment changes had taken place. It was agreed that BS would be co-opted onto the committee. One OCM position remains available and it was agreed that CJ would be invited to be co-opted following maternity leave.</p> <p>It was suggested that Google Docs, with a generic gmail account associated with it, might be preferable to Dropbox for hosting Group documents. SF to look into this.</p> <p>A summary of the day for use on the website and other publicity was in hand (MR).</p>	SF
<b>4.</b>	<b>Newsletter</b>	
	It was agreed that 4 editions a year would continue. BS to investigate options for revitalising the format of the newsletter and options for using MailChimp via the Reading office for interim news/information bulletins.	BS
<b>5.</b>	<b>3 Year Plan</b>	
	It was decided to postpone discussion of this item until MR was in attendance.	
<b>6.</b>	<b>CifA Governance</b>	
	It was noted that MJ will be elected to the Board of Directors at the CifA AGM. PG was unable to attend the previous Advisory Council and minutes were	

	not yet available, so no update was forthcoming.	
<b>7.</b>	<b>Membership Survey</b>	
	JS agreed to lead on the new member survey. MJ to send previous survey data to him. All to think of questions and send to JS by mid November. JS to speak to KG about whether the questionnaire could be used to provide information for use in the Training & Skills grant programme.	All JS
<b>8.</b>	<b>HES grant update</b>	
	A new bid has been submitted to HES for promoting professionalism.	
<b>9.</b>	<b>Training events</b>	
	For the current CPD training event topic list, it was agreed that the committee would provide a point of contact for each one, provide name of trainer(s) and ideas on venues.  <ol style="list-style-type: none"> <li>1. Dating techniques – Dating techniques (radiocarbon and dendro, from sample selection to applying for grant aid). (September/October) (Highlands?)</li> <li>2. Introduction to CIfA at the Community Conference (Aberdeen) (November)</li> <li>3. Utilising GIS and multiple datasets (e.g. Lidar) to be a distance learning workshop (December)</li> <li>4. Diversity and equality (location?) (January/February)</li> </ol>	MJ    TB
<b>10.</b>	<b>Advocacy Update</b>	
	PH provided a comprehensive review of current advocacy and consultation responses, including BEFS, Brexit, Scot Govt review of planning, EIA regs. It was noted that the Archaeology Strategy implementation plan has been published. It was noted that the Archaeology Forum will be held in Edinburgh on 18 October.	
<b>11.</b>		
	Item omitted from minutes due to confidentiality.	
<b>12.</b>	<b>Date of Next Meeting</b>	
	Thursday 23 February 2017, 2pm.	
<b>13.</b>	<b>AOB</b>	
	Images for Group banner/postcard - end of October for submission of entries to a pool, from which 3 best will be selected for forwarding to the designers.  Groups Forum meeting 14 December 2016 - PG agreed to attend on behalf of the Group.  Asbestos awareness training - JS noted that uptake amongst archaeologists seemed to be low and whether CIfA could play a role in	All  PG  PH

	<p>raising awareness and facilitating training, to ensure compliance with 2012 regulations.</p> <p>The Archaeologist magazine issue TA100 - MR to draft an introduction from the committee, contents list will be forwarded by AL as it develops for comment on approaching other contributors if necessary, articles to be read by the committee for comment (MR to coordinate responses). 10 December deadline.</p>	<p>MR</p> <p>All</p>
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