

**Chartered Institute for Archaeologists**

**Scottish Group Minutes**

26 February 2015, 10am

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

**Present:** Tristan Boyle, Murray Cook, Sam Fox, Peta Glew, Richard Heawood, Peter Hinton, Melanie Johnson, Cara Jones, Matt Ritchie, Andrea Smith

| 1. | <b>Apologies</b>   | <b>Action</b>                      |
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|    | Biddy Simpson, Warren Bailie   |                                    |
| 2. | <b>Welcome to co-opted committee member</b>  |                                    |
|    | Peta Glew was welcomed to the committee.   |                                    |
| 3. | <b>3 Year Business Plan</b>  |                                    |
|    | <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>MR introduced the document and the background to its preparation. Emphasis was placed in the draft on communication within the archaeological community in Scotland. Discussion centred around the role of the committee in this regard, with members and central office. The newsletter was discussed as the main conduit for communication, and ways to improve it.</p> <p>MC proposed that CPD could be included within a commercial context in more innovative ways. It was agreed that a discussion piece would be prepared, perhaps including an 'off the record' chat with an ALGAO member.</p> <p>Any further comments to be send to MR by 13 March.</p> | <p><b>MC</b></p> <p><b>All</b></p> |
| 4. | <b>BEFS board membership</b>   |                                    |
|    | AS highlighted that the BEFS constitution had changed with regard to Board membership. PH commented that CifA's BEFS attendance concentrated on HEWG rather than on BEFS governance. However, it was agreed that a watching brief would be kept and that any committee members interested in sitting on the Board should consider it for future elections.   |                                    |
| 5. | <b>Conference 2015</b>   |                                    |
|    | <p>MR and CJ are attending, and perhaps RH. MR to contact Chair of Welsh Group to try and arrange an informal meet up.</p> <p>CJ to arrange to collect new branded material for bringing back.</p>   | <p><b>MR</b></p> <p><b>CJ</b></p>  |

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| <b>6.</b> | <b>AGM event 2015</b>   |   |
|           | <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>Provisional date is 19<sup>th</sup> September. CJ and MC to put together a detailed package by end of March 2015 with budget costs.</p> <p>Basic outline is for early career archaeologists to be especially encouraged, with a variety of activities on offer during the day, working with volunteers and more experienced staff. Discussion centred around the types of activities, other institutions and groups who could be invited to either take part or put on displays, and people to contact for the correct permissions/courtesy notifications to be in place.</p> <p>Event money to be applied for through ClfA procedures.</p> <p>Social media strategy to be prepared by TB. Potential press release opportunity too.</p>  | <p><b>CJ/MC/MR</b></p> <p><b>TB</b></p> |
| <b>7.</b> | <b>Training events</b>  |   |
|           | <p>Standards and Guidance event took place on 27 January, with video conference facilities providing a link to UHI Orkney College. Eight delegates in person, eight remote attendees and the VC aspect went well.</p> <p>Finds training day on 25 February. 27 people attended, with a wider range of backgrounds compared with other events, including non-members. The event was a good example of partnership working.</p> <p>Currently one event short this financial year but we have exceeded attendance numbers; propose one extra training event in the next year. Suggestion made that future events could offer free group membership for non-ClfA members attending events. Also discussed rolling repetition of some training events, so that they're not just 'one offs' never to be repeated, with scope for repeating them in different places.</p> <p>Next event will be Part 2 of the planning in archaeology event in May.</p> <p>Suggestions needed for the next year (SCaRF led workshop, radiocarbon dating, masterclass event, higher level workshops).</p> | <p><b>AS</b></p> <p><b>All</b></p>      |
| <b>8.</b> | <b>HS Grant Update</b>  |   |
|           | <p>AS updated the Group on recent activities.</p> <p>Discussion focussed on how to improve recruitment and what kinds of events could contribute to this, as membership has been falling.</p> <p>A small grant has been received to support Reading staff 2015-18 in doing more advocacy work.</p>  |   |

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|            | <p>It was noted that Deborah Mays of the Heritage Place was collaborating with the University of Strathclyde to pilot a training programme aimed primarily at elected members which seeks to inform them about various aspects of the historic environment. Further development of this pilot is worth keeping an eye on.</p> <p>The supplement spin-off from The Archaeologist Scottish edition is ready for editing and for the designer, with an expected print run of a few hundred. COSLA policy officer may be able to help in getting it out to COSLA members.</p> | <b>AS</b> |
| <b>9.</b>  | <b>BEFS regular update</b>  |           |
|            | <p>Measuring Success consultation ongoing. BEFS has been discussing the HES Act, and the lack of articulation between the Historic Environment Strategy and the National Performance Framework.</p> <p>CJ to forward emails from BEFS round the committee.</p>  | <b>CJ</b> |
| <b>10.</b> | <b>Advisory Council regular update</b>  |           |
|            | <p>First meeting, CJ unable to attend. Minutes will be received in due course. It was noted that not all Groups are represented yet on the Council. CJ related that she attended the ClfA launch in December, and that it was a very exciting day.</p>  |           |
| <b>11.</b> | <b>Groups Forum regular update</b>  |           |
|            | <p>CJ attended last Forum. Clear that the SG is very active, which is great to see. Groups Forum will be continuing as a separate meeting despite the presence of the Advisory Council meetings, due to group demand.</p>   |           |
| <b>12.</b> | <b>Consultations regular update</b>   |           |
|            | <p>Committee members can be included on Tim Howard's consultation list, just contact him direct.</p>  |           |
| <b>13.</b> | <b>New branding and logos</b>   |           |
|            | <p>CJ to email LB and AF re. new branding/banners/promotional material and can bring things back up after the conference. New branding will start appearing across the organisation.</p>  | <b>CJ</b> |
| <b>14.</b> | <b>Highlands and Islands member concerns</b>  |           |
|            | <p>CJ reported on communication between herself and the member concerned. Discussion focussed on ways in which members can assist with things like scouting out locations for events, how ROs can assist with CPD, how better the committee can communicate with members through social media and the newsletter. It was noted that group members can attend committee meetings remotely.</p>   |           |
| <b>15.</b> | <b>Minutes</b>  |           |
|            | <p>Previous minutes approved.</p>   |           |
| <b>16.</b> | <b>AOB</b>  |           |
|            | <p>Group budget hasn't been approved yet, CJ to check.</p>  | <b>CJ</b> |

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|            | <p>MJ to arrange dropbox access for PG and SF.</p> <p>Discussion of the direction of the newsletter took place. BS to become new Editor. MJ to send information to BS regarding newsletter production. Suggestions included regular items such as book reviews and site of the month, meet the member pieces by committee members, conference reviews, inclusion of podcasts, and fixed publication dates in the future.</p> | <p><b>MJ</b></p> <p><b>All</b></p> |
| <b>17.</b> | <b>Dates of Future Meetings</b>  |                                    |
|            | <p>26 May 2015, 2.30pm – College of Animal Welfare</p> <p>Dates for July/August meeting to be circulated</p> <p>AGM- 19 September 2015</p>   | <p><b>MJ</b></p>                   |