

### CifA Graphics Archaeology Group

Thursday 30 November 2023, 7.30 – 9pm.  
Meeting conducted via Google Meet.

#### Minutes

**Present:** Amy Wright, Hannah Kennedy, Lianne Birney (CifA Membership Manager), Marion Devigne, Mark Hoyle, and Thomas Small.

**Apologies:** Aisling Nash, Jonathan Millar, João Saldana and Lesley Collett.

1.	<b>Discussing the Specialist Competence Matrix with Lianne Birney</b>	<b>Action</b>
	<p><b>LB</b> provides an overview of the Specialist Competence Matrix and how this is used. All CifA applicants are assessed against the main competence matrix; the specialist competence matrix is used as an advisory document by the validation committee when assessing applications. As a committee, we need to check the wording of the specialist matrix and provide feedback on what changes need to be made, if any – a copy can be found on the Google Drive: Graphics specialist competence matrix_revised May 22.docx - Google Docs.</p> <p><b>All to read the specialist competence matrix and send comments to HK by Monday 18 December.</b></p>	<p><b>All, HK</b></p>
2.	<b>Standards and Guidance</b>	
	<p>The latest version of the Standards and Guidance document was sent to CifA for review earlier this year; <b>LB</b> suggests contacting <b>Jen Parker-Wooding</b> to see what progress has been made before sending this out to membership for consultation. <b>HK to email JPW.</b></p>	<p><b>HK</b></p>
3.	<b>Further updates from LB</b>	
	<p><b>MK</b> and other CifA staff are currently working on the launch of an updated Groups Toolkit and a new platform for Groups to use!</p>	
4.	<b>Electing João Saldana</b>	
	<p><b>JS</b> has submitted his nomination form for the role of ordinary committee member but is not in attendance.</p>	
5.	<b>Overview of current plans</b>	
	<p>Our current plans on training, events etc. are discussed. These include:</p> <ul style="list-style-type: none"> <li>• Portfolio Advice Sessions. Our next step will be to set up a meeting for all those who have agreed to act as advisees so that we can discuss how to give feedback to anyone who is interested in receiving this.</li> <li>• A series of talks on the theme of reconstruction: <b>MH</b> has contacted various reconstruction artists and is waiting to hear their availability.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Other talks/training could be organised on the topics of photogrammetry, finds illustration, or finds photography (these could be advertised more widely, for example to people involved in the Portable Antiquities Scheme).</li> <li>• Organising exhibition/sessions at the CifA conference in April. This will need to be considered when submitting our budget in January (JM). The session list for the CifA conference will be issued in January – <b>all to consider what sessions we could run at the CifA conference.</b></li> </ul>	<b>All</b>
<b>6.</b>	<b>Updating our 3-year plan</b>	
	Our aims and actions as a group are unchanged but are objectives have now been updated. This document can be found in the Google Drive should any of the committee which to make amendments: <a href="#">Graphic Archaeology Group 3-year plan 2023 - Google Docs</a> . This plan will need to be updated in April 2024.	
<b>7.</b>	<b>AOB and date of next meeting</b>	
	A provisional date of Thurs 29 February is agreed for our next meeting – <b>AW</b> to follow up.	<b>AW</b>

**Points to address at our next committee meeting:**

- Bulletin for membership on Standards and Guidance
- Next steps for our 'Portfolio Advice Sessions'
- Advisory Council – JM has received the meeting dates for 2024 but can't attend on the 3 July, if we can find a volunteer to go in his stead.