

## CifA Scottish Group Annual General Meeting

### Minutes

10am Monday 18 December 2023

**Apologies:** Cullen Cockburn

**Present:** Lindsey Buster, David Conolly, Heather Kwiatkowski, Paula Milburn, Stefan Sagrott, Daria Adamson, Matt Ritchie, Paul Harrison, Helena Gray, Gareth Talbot, Kevin Mooney, Lisa Bird, Paul Clark, Grace Murray, Kieth Elliot, Kirsty Dingwall, Mary Peteranna, Megan Keates (CifA), Cara Jones (CifA) and Alex Llewellyn (CifA).

	<b>Agenda topic and detail</b>	<b>Action</b>
<b>1</b>	<b>Chairs Welcome</b> Minutes of the last meeting were approved. MK to upload	<b>MK</b>
<b>2</b>	<b>Update on training initiatives</b> Section by Cara Jones.  Supported by funding for the Historic Environment Fund Partnership Fund, Cara has continued leading CifA's skill development work in Scotland. This workstream includes the development of apprenticeships, new qualifications and facilitating CPD training workshops for the sector. This funding has increased CifA's capacity in Scotland.  Through this work, CifA leads on Aim 5 of Scotland's Archaeology Strategy and is also heavily involved with the Skills Investment Plan for the Historic Environment.  Between April 2022 and March 2023, 322 participants engaged with CifA facilitated events (supported by this funding) which included <ul style="list-style-type: none"><li>• delivering 3 subsidised CPD workshops for 67 participants</li><li>• engaging with 241 students at career events and conferences</li><li>• 14 events attended or supported by CifA</li><li>• 5 conference papers, news items or articles have been completed, promoting the work of CifA in Scotland</li></ul> HES were thanked for enabling this work with their funding.	
<b>3</b>	<b>The value of Scottish Group</b>  Recently the group has been supporting Cara Jones and Rob Lennox (NIA) with their strategic work for advocacy and training within CifA for the Scottish sector relating policy.  The Chair opened discussion to those attending to add detail toward the groups purpose and aims leading into 2024. Attendees amongst many things felt: <ul style="list-style-type: none"><li>• Being a regional group had its challenges when devising projects and long term action plan, in comparison to a SIG.</li><li>• Future meeting could be advertised further through group communications and through local partners to increase engagement and turnout.</li></ul>	

	<ul style="list-style-type: none"> <li>• SGCIfA's previous work with students, including the tea breaks was well attended and beneficial outreach to continue.</li> <li>• Further value could be derived by developing the groups mentoring and informal networking offer.</li> <li>• Having the space to discuss the point in the group was really healthy and was a topic that should be discussed routinely.</li> </ul> <p>MK to arrange a member's digital meet up for mid-January</p>	<b>MK</b>
<b>4</b>	<p><b>Treasurers Report</b> Stef Sagrott shared his Treasurer's report.</p> <p>The group's budget for this financial year was £470 and so there has been no outgoings to report. The next budget request will be in January 2024.</p>	
<b>5</b>	<p><b>Nominations</b></p> <p>Nominations this year were for Chair, Secretary, Treasurer and three committee members. These were either long term vacancies or due to some terms finishing.</p> <p>One nomination from, Cullen Cockburn PCIfA was received for the role of Honorary Secretary. This nomination was accepted by those attending.</p> <p>The remaining roles of Chair, Treasurer and three committee members were subsequently filled by cooption offers by David Connolly, Stef Sagrott, Paul Harrison, Matt Ritchie and Heather Kwiatkowski. Kevin Mooney also offered to support the committee with it action as needed.</p> <p>MK to inform Cullen and update the webpage</p>	<b>MK</b>
<b>6</b>	<p><b>AOB</b></p> <p>Following the earlier discussion, members suggested the potential for the group's name to change to Scottish Network.</p> <p>AL and/or LiB (NIA) to follow up with the committee</p>	<b>AL/LiB</b>
<b>7</b>	<p><b>Date of next meeting</b></p> <p>The next lunchtime chat with members will be on 11 January at midday. You can register here: <a href="#">ClfA Scottish Group January Lunchtime Chat   Chartered Institute for Archaeologists</a></p> <p>MK and RD (NIA) to add event and advertise to members</p>	<b>MK, RD</b>