

Annual General Meeting Minutes  
Thursday 28 September, 2023, 13:45 pm  
At Castle House Newark and hybrid via ZOOM

Present: Emily Johnson (**EJ**; Chair), Bekky Hillman (**BH**; Secretary), Imogen Woods (**IW**; Treasurer), Peter Guest (**PG**), Anna Tayke (**AT**), Nicky Rogers (**NR**), Deborah Fox (**DF**), Ruth Beveridge (**RB**), Rachel Cubitt (**RC**)

**1. Apologies**

Mags Felter

**2. Minutes of previous AGM and matters arising**

The Minutes of the previous AGM were accepted as a true record (proposed by **BH** and Seconded by **EJ**, all were in favour) and there were no matters arising.

**3. Election of committee members**

Helen Wickstead stepped down from being an ordinary committee member (OCM). **EJ** thanked her on behalf of the whole committee.

Ruth Beveridge applied for and was elected as an ordinary committee member (Nomination proposed by **BH** and seconded by **EJ** and **NR**)

Deborah Fox applied for and was elected as an ordinary committee member (Nomination proposed by **AT** and seconded by **PG** and **EJ**)

Rachel Cubitt applied for and was elected as an ordinary committee member (Nomination proposed by **EJ** and seconded by Nicola Hembrey and **BH**)

Current committee:

Chair: Emily Johnson, Treasurer: Imogen Wood, Secretary: Bekky Hillman, OCMs Peter Guest, Nicola Rogers, Anna Tyacke all co-opted. Mags Felter remains in an advisory capacity as our link to ICON.

All were uncontested. The membership present were asked to vote in person and the changes were unanimously voted in.

**4. Chair's report**

Now have full committee representing various specialists.

Communication to member seems improved with biannual newsletter, overhauled website, new Facebook page <https://www.facebook.com/CifAFinds>, new email



address [CifAFindsSIG@gmail.com](mailto:CifAFindsSIG@gmail.com). Next year we will look to recruit a comms officer to manage these.

We have worked with other SIGs such as Archives and Early Careers and **EJ** met other group reps at a Groups Forum meeting.

We have cemented our commitment to the finds training and specialist crisis with a tea break that was well attended called 'Finding a Career in Finds', written a blog for Early Careers SIG on the discussions that took place and we are working on a letter response to the issues raised.

**EJ** is attending Advisory Group Meetings and as a result is part of the group reviewing the specialist competence matrices though there have been no meetings yet.

Former committee members Louise Rayner and Duncan Brown have secured funding to turn the pottery reporting standard into a toolkit working with the original group members that authored the document, works starts in October 2023.

#### **5. Treasurer's report**

Our CIFA budget request to increase our travel fund to £500 and £300 for venue hire was successful.

We intend on requesting a further increase for our travel fund in February 2024 to £600 to cover expenses for a full committee now.

#### **6. Secretary's report**

Committee meetings were held on 1 March 2023 and 7 June 2023 discussions included the AGM, new committee member interested, social media and website updates and the crisis in professional training for specialist which the group is trying to address.

Annual review submitted on time in August to Meg Keates detailing the regrouping of the group, website update, Roman coin reporting toolkit, future plans for the group and tea break that went ahead in August.

#### **7. Three Year Plan**

Had been updated to not include small finds tool kits and concentrate our efforts on the specialist training crisis, but after discussions at the conference prior to the AGM it is considered that we need to do both. This should be possible with a full committee so the plan will again be updated and circulated for approval once updated.

#### **8. Questions from the membership**

Could the toolkits be used to address the lack of specialist training? **RB** we could use these as a signpost or starting point. Duncan Brown noted that we could encourage the Cifa to re-introduce The Training Forum that used to exist.

Are there any plans for more collaborations with other groups in the future? **EJ** we are always open to working with other groups.

#### **9. Any other business**



The next membership survey is due to take place next year as it will be five years since the previous survey was conducted.