

## **PMSIG Committee Meeting**

17 February 2023 11:00-11:30  
MS Teams

### **Agenda**

#### **1. Apologies**

Meg Keates (ClfA), Marie-Claire Rackham-Mann, Ailsa Westgarth

#### **2. Attendees**

Gill King (Chair), Charlie Willis (Secretary), Alistair Barclay (Treasurer), Sarah Hannon-Bland

#### **3. Matters Arising**

##### **a. Committee Terms and Roles**

- Meg to confirm when the current committee terms end
- Alistair has indicated that at the next election (2024) he would like to step back from the committee, we thank him for his hard work as treasurer as for being a positive and hard working member of the team.
- Gill will also look to step down as Chair for the next elections (2024) however would like to remain on the committee to support as an ordinary member.
- Charlie, Sarah and Ailsa are all looking to remain on the committee and would be interested in applying for the Chair, Secretary and Treasurer roles for the period from 2024.
- It was agreed that the committee will need to recruit at least two ordinary members and we should look at strategies to attract members over our final year in post.

##### **b. Plans for 2023**

- Aim to deliver 3 online talks over the next year including the AGM.
- July - Archaeology in planning – Gill King & Sarah Hannon-Bland
- September - Apprenticeships – Grace Jones & Martin Locock (TBC)

##### **c. AGM**

- AGM to be followed by first of 2023 CPD talks
- Meg to organise the online elements and advertise
- Invited speaker confirmed as Rob Bourn who will present the Project Management and archaeology issues around the Sherford Cave:

**‘Dig in a Void: A Mammoth Task’**

- Alistair to prepare the budget
- Charlie to draft the 3 year plan and circulate for approval

**d. Advisory Council**

- Thanks to Sarah for continuing to represent the group at Advisory Council.  
There appears to be an issue with groups keeping active due to workload and other commitments. The AC will hold a discussion on how to help and support groups at a future meeting which we can all contribute to.
- As discussed previously, Sarah would like some support in attending the AC meetings and will share the invites with the team so we can each take a turn.

**4. AOB – None Raised**

**5. Date of next committee meeting and future events**

- AGM Friday 17 March 2023 14:00