

COMMUNITY ARCHAEOLOGY GROUP COMMITTEE MEETING

Tuesday 24 September 2024, 2-3pm
Online

AGM Minutes

Committee present:

Sarah-Jane Farr – SJF
Perry Gardner – PG
Emily Johnston - EJ
Jessica Lowther - JL (Chair)
Richard McConnell – RM
Mike Nevell – MN (Advisor)
Nina O’Hare - NO (Secretary)

18 people attended the AGM, besides the committee.

Agenda Point	Action (Initials)
1. Apologies for absence Frank Giecco (Treasurer) and Dickie Bennett	
2. Chair’s Welcome Thank you to everyone for joining	
3. Secretary’s Report Overview given of the group’s work over the last year: <ul style="list-style-type: none">• Release of ClfA’s public engagement toolkit• Review of the community archaeology specialist competency matrix• Significant committee changes	
4. Treasurer’s Report <ul style="list-style-type: none">• £800 requested and allocated by ClfA for 2024-25 events and committee expenses.• £20 income so far this year from group membership fees.• £0 spent to date.• Any budget not spent this year will be returned to ClfA.	
5. Matters Arising <ul style="list-style-type: none">• New 3 year plan – this has lapsed, so committee have started work on renewing this.• Specialist competency matrix – survey of members was run earlier this year to gauge awareness and use of matrix. Off the back of this a lunchtime info session was held in the spring. We are looking to create guidance to sit alongside the matrix (aim to create this sooner rather than later within the 3 year plan).• Supporting ClfA’s public engagement toolkit will form a large part of our new 3 year plan. ClfA are looking at a second stage project to develop this further and publicise it.• Working on ideas for how we report on community engagement. Currently there is little visible data available. Conversations are being had with OASIS on how to move these ideas forward.• Also looking at internal group structure and defining committee roles so that group works better for members, with regular communications and	

	more events (e.g. tea break sessions).	
6.	<p>Elections to Group Committee and Advisory Council representative</p> <p>Four members were co-opted to the committee since the last AGM. They have all put themselves forward for election at the AGM and no other expression of interest were received. Therefore, our newly elected committee members are:</p> <ul style="list-style-type: none"> • Jessica Lowther – Chair • Frank Giecco – Treasurer • Perry Gardner – Ordinary Committee Member (OCM) • Richard McConnell – OCM 	
7.	<p>Members' discussion points</p> <p>The floor was opened for anyone present to ask questions, feedback or raise discussion points.</p> <ul style="list-style-type: none"> • Question around the public engagement toolkit and whether it has been/ will be promoted to local archaeological societies. Clarification that the toolkit was created by DigVentures on behalf of ClfA and promotion now sits with them, supported by the Community Archaeology Group. It has also been created primarily for those who commission community engagement within development-led projects, rather than aimed at community archaeology groups. There will be a second stage project that will focus more on publicity, but this is still being planned. • Bredon Wilkins from DigVentures updated the group with news that DV is part of the consortium, led by Headland Archaeology, that will be undertaking post-excavation work for HS2 sites. • Emily Johnson (Finds SIG Chair) said hello and that they are keen for our groups to collaborate. • Research and Impact SIG also open to collaboration. • Question asked about advice for issues with managing volunteers when problems arise, especially abusive/ bullying behaviour. This sounded like a difficult situation. Everyone should be treated with dignity and respect. Suggestions included internal organisation support/ management, BAJR Volunteer Management guide and National Council of Voluntary Organisations (NCVO). The group will look at holding a tea break session on volunteer management and safeguarding, and Cara Jones will put this on ClfA's list of training suggestions. • Any further ideas or comments, please contact the group via groups@archaeologists.net 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • None 	
9.	<p>Date of the next committee meeting, and future events.</p> <p>Next committee meeting will be held online on Wednesday 6 November, 2-3pm</p>	