

Committee Meeting Minutes

20 June 2024, 10 am

Remotely via teams

Present: Emily Johnson (EJ: Chair); Bekky Hillman (BH: Secretary); Imogen Wood (IW: Treasurer); Ruth Beveridge (RB); Anna Tyacke (AT) ; Rachel Cubitt (RC); Laura Ratcliffe (LR); Cara Burton (CB guest)

1. Apologies

Peter Guest (PG); Mags Gjedboe (MG: Advisor), Deborah Fox (DF)

2. Minutes previous meeting

All agreed no matters arising

3. Who do we need to contact to make AGM/Conference happen? Any decisions we need to make?

a. Cara/ CIfA,

CB can do the official save the date and advertising

b. Presenters

EJ has contacted three pottery groups all of whom have agreed to present, Kayt Hawkins will talk about the tool kit, Imogen maybe talking about ICP;

Not yet contacted Historic England (type series), Julie Dunn (lipid residue/c14) **ACTION EJ** to contact Julie Dunn (Kayt Hawkins doing this); **RC** to find someone in EH to present.

Presentations to last 15 minutes with discussions afterwards. Two sets of morning talks, an AGM at lunchtime, the afternoon will be an opportunity for networking with a semi structured tea break theme.

c. COST: decided to offer for Free, online only so no costs to be covered

4. Committee positions

a. Who is up for re-election

No one is up for re-election this year **BH, EJ** and **AT** up next year.

b. Who is up for election

LR co-opted but we need comms officer which she doesn't want to do, if we do find one she could be advisor until an ordinary member role comes up **RB** happy to help with Comms if we don't get any applications before the AGM, **CB** assures she will help with the role too

c. Advertise Comms Officer role

Early careers member would be useful as they may be more tech savvy, maybe using Instagram or Tik Tok

d. 3 year plan



Extends to 2025, just needs voting back in this AGM, will need a new one for next year
ACTION: EJ to circulate nearer the time to check that no one wants anything changed

5. Advertising conference

- a. Creating assets (images etc for adverts) – Emily to do, but are there templates I could use Cara? To discuss. **EJ** uses CANVA for templates as does **CB** these can be circulated to other groups so that everyone is using the same template. **ACTION; IW** to supply some pottery images
- b. Working with Cifa to advertise on socials/ emails.
CB and EJ to discuss at a later date
- c. Targeting pals in different SIGs, *especially* early careers.
EJ to talk to early careers group about getting the finds group more of a following.

6. Closer to the time

List of things to cover nearer the time-**no action currently:**

- a. Meeting of presenters to ensure no doubling up of topics.
- b. Emily to create mentimeter survey as before for people to complete when they sign up with questions, priorities etc.
- c. Check if presenters are happy to be recorded.
ACTION EJ to set up a non-minuted meeting in early August for speakers only.

7. AOB

After AGM a push will be made for Facebook with meet the committee etc to try and boost following, X account to remain as following is good and it is easy to post links.

Training letter- **EJ** needs contacts to send training letter out to groups, need to run past Jen Parker-Wooding but would be good to get some sent out before the AGM; **AT** has contacts waiting for the email who are eager to be involved. **IW** could send the letter out to local societies too. **RC** could send to CBA too as they have contacts for many societies.

Next meeting will be AGM