

**CifA Graphics Archaeology Group**

Thursday 5 October 2023, 7.30 – 8pm.

Meeting conducted via Google Meet.

**Minutes**

**Present:** Amy Wright, Jonathan Millar, Lesley Collett, Marion Devigne, Mark Hoyle and Thomas Small.

**Apologies:** Aisling Nash.

1.	<b>Previous Minutes and Update on Actions.</b>	<b>Action</b>
	<p>Since our previous meeting, <b>AW</b> has made <b>MH</b> an admin of the Facebook Group and given <b>MH</b> access to our GoogleDrive folder. <b>MH</b> is now listed on our website and on the GAG Group page of the CifA website as a member of the committee.</p> <p>The article ‘Getting Started as a Freelance Illustrator’, written by <b>LC</b>, has been uploaded to our website and distributed via bulletin to our group members.</p> <p><b>Actions carried over from previous minutes:</b></p> <p><b>AW</b> to follow up on our Standard for Illustration with Hannah Kennedy, our previous chairperson, to see if there are any updates.</p>	<b>AW</b>
2.	<b>Advisory Council Meeting</b>	
	<b>JM</b> attended the latest Advisory Council Meeting and provides an update to the committee.	
3.	<b>AGM</b>	
	<p>Our AGM date is set for Saturday 11<sup>th</sup> November at 10.30 am.</p> <p>Our members must be given 21 days’ notice, meaning that an email must go out to our membership by 21<sup>st</sup> October. <b>AW</b> to draft this email and send it to <b>MK</b>, along with the nomination form for committee members.</p> <p>We will need to organise use of the CifA Zoom account and set up a meeting link, which will be sent out along with the meeting agenda at a later date.</p> <p><b>MH</b> to confirm whether Mikko Kriek is available to give a talk.</p> <p>We are currently looking for a Chair if any committee members wish to nominate themselves for this role. <b>AW</b> has one year left in the role of Secretary, but is happy to transfer this role over to another committee member gradually if anyone is interested!</p>	<b>AW</b>    <b>MH</b>
4.	<b>AOB</b>	
	A provisional date of Thursday 30 November is set for our next committee meeting, to be confirmed at our AGM.	