

Graphics Archaeology Group

Tuesday 4th June 2024, 7.30 pm – 8.30 pm
Meeting conducted via GoogleMeet

Minutes

Present: Amy Wright (Secretary), Cara Burton (Membership Engagement Coordinator), Hannah Kennedy (Chair), Jonski Millar (Treasurer), Lesley Collett, Marion Devigne, and Mark Hoyle

Agenda Point	Action (Initials)
<p>1. Apologies Thomas Small and Aisling Nash</p>	
<p>2. Introductions We are joined by Cara Burton, who has started her role at CifA as the Membership Engagement Coordinator. Cara now monitors the Groups email address and has so far helped us to set up a CPD event and supplied us with new templates for meeting agendas/minutes.</p>	
<p>3. Minutes of the Previous Meeting Minutes accepted without changes and now available on our page of the CifA website: Graphics Archaeology Group Chartered Institute for Archaeologists</p>	
<p>4. 3-Year Plan This was last updated in March and needs to be uploaded to the CifA website. <i>AW to send document to CB.</i></p> <p>A new template for the 3-Year Plan has just been finished and we will need to use this next time.</p>	AW
<p>5. CPD talk with Simon Edwards, 5th June, 7 – 8.30 pm 60 people are currently signed up for this event, which will be held online. CB will be available to let attendees into the meeting, with committee members arriving early to allow time for Simon to set up. Committee members will be co-hosts, with MH introducing Simon.</p> <p>We need to find out beforehand whether Simon is happy for this talk to be recorded for those who are unable to attend – if so, we can send the recording to Simon for approval and make edits before posting. We also have the option to make this available only to members and turn off comments, depending on where it is distributed (pending Simon’s approval).</p>	

6.	<p>Standards and Guidance</p> <p>The proposal and draft have been sent to JPW, but the meeting has been postponed. <i>HK to rearrange this meeting over the coming months.</i></p>	HK
7.	<p>The Illustration of Excavated Window Glass: Suggestions for Methods and Materials</p> <p>As above, this needs to be discussed with JPW, who may be able to tell us whether any budget is available to pay contributors. <i>HK to contact JPW in the coming months.</i></p> <p>In our last meeting, points were raised about adding in a new section on photography, and getting in contact with the original authors as a courtesy and potentially inviting them to participate or review the updated document – to remember when more progress is made.</p>	HK
8.	<p>Portfolio Advice Sessions</p> <p>These advice sessions are aimed specifically at individuals applying for CifA validation. In our last meeting, HK suggested that a first step should be to create a document on this subject that we can upload to the website. <i>HK to create a document in our GoogleDrive based on emails that she has recently sent out on this subject; all committee members will be able to view and edit this.</i></p>	HK All
9.	<p>Update on the GAG Website</p> <p>MD has received a reply from Lianne Birney to say that our website is hosted for free with CifA's website through Air IT (formerly Infotech). Domain name renewal is £180 annually and is renewed on 1st March.</p> <p>It may be possible to create a new WordPress site and migrate our current domain name over.</p>	
10.	<p>Update on Facebook page</p> <p>We will look at the create of a content strategy in our next meeting. One option is the creation of an Instagram account. JM also mentions a new social media site called Cara that is being used by artists and is AI free.</p>	
11.	<p>Advisory Council Meeting</p> <p>The next Advisory Council Meeting will be held on Wednesday 3rd July, 2-4 pm, and we are looking for a volunteer to attend. HK suggests that colleague LS may be a good candidate for this. If we don't have any volunteers by Friday 28th June we will put out a bulletin to our membership. <i>HK to contact LS to check whether she is interested in attending the next Advisory Council Meeting to represent GAG.</i></p>	HK

12.	<p>AOB Training Materials – JM has contacted Rubicon, who have said that they are happy for us to share some of their old resources with members of the group (specifying that they don't want these to be shared more widely). <i>JM to add these documents to our GoogleDrive folder and begin sorting through them as time allows.</i></p>	JM
13.	<p>Date of next committee meeting and future events <i>AW to send a proposed date for the next committee meeting by email.</i></p>	AW