

**CifA Graphics Archaeology Group**

Thursday 30 March 2023, 7.30 – 8.30pm.

Meeting conducted via Google Meet.

**Minutes**

**Present:** Amy Wright, Jonathan Millar, and Marion Devigne.

**Apologies:** Aisling Nash, Lesley Collett and Thomas Small.

1.	Previous minutes	Action
	<p>No amendments made to previous minutes – <b>JM</b> has uploaded these to our Google Drive.</p> <p>An update on completed actions from our last meeting:</p> <ul style="list-style-type: none"> <li>• <b>JIST:</b> we're now included in the list of committees looking for new members in JIST.</li> <li>• <b>CifA conference portfolio sessions:</b> <b>AW</b> has had a response from Meg Keates but it's now too late to put anything together for this year – the idea of a portfolio session has been adapted, see Section 3 below.</li> <li>• <b>GAG website:</b> <b>AW</b> has spoken to <b>EW</b> about how to update the GAG website, so we can upload <b>LC's</b> freelancing article as soon as it's ready!</li> </ul>	
2.	<b>Budget</b>	
	<p><b>JM</b> has put together a budget to be submitted to CifA for the upcoming year – this can be found in the Finances folder in our Google Drive. As we will be holding our AGM online this year, we have not included any travel costs/room hire for this in the budget – possibly in 2024 we will plan to hold our AGM at the CifA conference and budget accordingly. We have budgeted £100 for travel to the Groups Forum to ensure GAG is represented there.</p> <p><b>JM</b> to send budget to Meg Keates.</p> <p>We can submit separate budget requests for CPD events and group promotion.</p>	<b>JM</b>
3.	<b>Graphics Group Facebook Survey</b>	
	<p>We received 32 responses to our survey, published on the Graphics Group Facebook page. This has given us some really helpful insights that will help inform future actions of the committee. In short:</p> <ul style="list-style-type: none"> <li>• 53% respondents were CifA members, 47% respondents were Facebook group members only;</li> <li>• Respondents said that they would be more likely to consider joining GAG if there were more CPD events, technical information, and portfolio assessment and advice;</li> <li>• For future events, 75% respondents would prefer online workshops, but there were also 12.5% who would prefer in-person day-schools and 9.4% who would prefer events at the CifA conference.</li> </ul> <p><b>JM</b> to send the full results to the committee.</p>	<b>JM</b>
3.	<b>Portfolio Advice Sessions</b>	

	<p>As mentioned in Section 2, survey respondents showed an interest in portfolio advice sessions. This could consist of a 1 or 2 hour session, run online, which is advertised to GAG members in advance via bulletin – they would then be able to book a 20 minute slot for individual feedback. Participants would be given a questionnaire to complete beforehand (what do you hope to get out of this session?) and afterwards (what did you get out of this session?) so that we have some data on what to improve going forwards. We would need to stress that these sessions are for advice only and are not part of the ClfA assessment process.</p> <p>All committee members to think about who could be asked to attend these sessions in order to advise people on their portfolios (they would need to be MCIfA, if advising those looking to attain MCIfA). We will compile a list at our next meeting with the aim of running an advice session over the summer.</p>	All
<b>4.</b>	<b>CPD Events</b>	
	<p>Survey respondents also expressed an interest in CPD events. A series of online talks for GAG members and subscribers is suggested. We are able to submit budget requests to ClfA for running CPD events, so we could investigate the possibility of offering remuneration to speakers. All committee members to think about people who might be willing to give talks – we'll discuss further in our next committee meeting.</p>	All
<b>5.</b>	<b>An Update on Standards and Guidance</b>	
	<p><b>Hannah Kennedy</b> (our previous chairperson) has submitted our Standard for Illustration to Jen Parker-Wooding for review. The current draft is accessible via Google Drive. This will be a good step forwards for GAG, particularly as anyone looking to attain MCIfA now has to pass an ethical and professional assessment. <b>HK</b> to provide the committee with an update when this is available and is happy to do this in-person (she is not available on Thursday evenings, so we may have to choose another day to meet for this).</p>	
<b>6.</b>	<b>Ongoing/Future Considerations</b>	
	<p>Some of the following were touched on in this meeting, some are uncompleted actions from previous meetings. I've included them here so that we know to come back to them in future:</p> <p><b>Posts to Facebook groups e.g. BAJR:</b> AW was to put together text promoting the work of GAG and letting people know that we are seeking new committee members.</p> <p><b>An article for The Archaeologist:</b> article submission deadline passed for next issue – remember to keep an eye out for following issues and think about potential articles.</p> <p><b>ClfA Teabreak:</b> we now have the email address for Ellie Durst who co-ordinates ClfA's events. We would need to come up with some sort of topic for discussion – maybe we can re-visit this in our next committee meeting.</p> <p><b>Freelancing article:</b> LC to update costings so that this can be published on the GAG website and sent out to our membership via bulletin.</p> <p><b>AGM:</b> Our last AGM was held in June 2022 – the date for the next one is going to come around quickly so we will need to think about this in our next meeting!</p>	<p>AW</p> <p>All</p> <p>LC</p>
<b>7.</b>	<b>AOB</b>	
	Next meeting to be held 7.30pm, Thursday 11 May.	

