

## COMMUNITY ARCHAEOLOGY GROUP COMMITTEE MEETING

Tuesday 14 January 2025, 2pm  
Online

### Minutes

#### Present:

Sarah-Jane Farr – SJF  
Frank Giecco – FG (Treasurer)  
Emily Johnston – EJ  
Richard McConnell – RM  
Nina O’Hare – NO (Secretary)  
Cara Burton (ClfA Group Coordinator)

Agenda Point		Action (Initials)
1.	<b>Apologies</b> <ul style="list-style-type: none"><li>Jessica Lowther (Chair), Dickie Bennett and Mike Nevell (Advisor)</li></ul>	
2.	<b>Updates and tea break plan</b> <ul style="list-style-type: none"><li>SJF notified group that ClfA conference have not put out for a general call for papers this year. Sessions have not been announced yet. Concern that this is not a particularly transparent approach.</li><li>Tea breaks – talk sessions from other SIGs are more formal. All agreed that a more informal, discussion-based format would be better. Topic linked to toolkit was proposed. Agreed that discussing the issue of proportionality of community engagement programmes would be a good place to start. Aim for date in May.</li><li>FG’s experience of starting a Community Interest Company may be a good tea break topic in future.</li></ul>	CB to find out more about conference plans.  RM and EJ to agree a suitable May date for the first tea break session.
3.	<b>Matrix review</b> <ul style="list-style-type: none"><li>Discussion around whether or not we should be looking at working of matrix itself. Felt that this needs more careful thought than time allowed for within the meeting, and to be based on survey results.</li><li>Help notes to include:<ul style="list-style-type: none"><li>Not a tick list, this is a list of examples that you may have (but won’t have done everything) to meet ClfA’s competency matrix.</li><li>Can be used for CPD as well as accreditation</li><li>Matrix is so broad as it tries to cover variety of community archaeology roles, whether work in development-led archaeology, grant funded community projects or something else.</li></ul></li><li>Draft of the above to be circulated and sent around by email to discuss.</li></ul>	NO to circulate matrix survey results, so all can remind themselves of feedback before next meeting.  NO to draft help notes.

	<ul style="list-style-type: none"> <li>• Would it be useful to hold a tea break this year/ around accreditation application dates about the specialist matrix?</li> <li>• Video explaining a bit about the matrix (i.e. recording of tea break info) suggested. CifA could then share this on the website and in help sessions.</li> </ul>	
4.	<p><b>Newsletter content</b></p> <ul style="list-style-type: none"> <li>• To include: <ul style="list-style-type: none"> <li>- Who we are and group aims</li> <li>- Matrix</li> <li>- Toolkit</li> <li>- Next tea break session</li> <li>- Member's news</li> </ul> </li> <li>• To go out Feb/ March time (have draft for next meeting)</li> </ul>	NO to resend annual report to EJ
5.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• PG updated group on 'Crossing the Divide' session by Research and Impact SIG, which is about gap between academic and commercial archaeology.</li> <li>• FG involved in CBA Catalyst for Change project. Would be good to have an update on this project, given the SIG wrote a letter of support for it. Meeting after next suggested as potentially suitable.</li> </ul>	
6.	<p><b>Date of next committee meeting</b> Monday 24 March, 2-3pm</p>	