

**CifA Graphics Archaeology Group**  
Saturday 16 November 2024, 10.00 – 11.30  
AGM conducted via Zoom

**AGM Minutes**

**Present:** Ailsa Bailey, Amy Wright (Secretary), Andy K, Bruce Worden, Candy Stevens, Cara Burton (Member Engagement Coordinator), Cate, Elena Hancock, Fenella Logan, Gareth Rees, Hannah Kennedy (Chair), Helen Phillips, Holly Wright, Jonathan Millar (Treasurer), Laura Templeton, Lesley Collett (Committee Member), Loes Opgenhaffen, Steve Allen, Thomas Cromwell, Thomas Small (Committee Member)

**Apologies:** Mark Hoyle

<b>1.</b>	<b>Welcome and Introductions (HK)</b>
	The committee are introduced. Attendees are informed that the meeting is being recorded so that our discussion (see Section 4, below) can be made available online for members who are unable to attend today's meeting.
<b>2.</b>	<b>Overview of Last Year and Three Year Plan (HK)</b>
	<p>Over the last year, we have continued to make progress towards our objectives, for example hosting a CPD event in the form of an online talk by the architectural illustrator and digital reconstruction artist, Simon Edwards, in June 2024.</p> <p>The current Three Year Plan is available on the CifA website (<a href="#">Graphic Archaeology Group 3-year plan 2024-2027.pdf</a>) and details our aims, actions and objectives for the group. The plan is regularly updated – please let us know if you have any feedback or recommendations.</p> <p>A key objective for the coming year is to update our website. If anyone is able to help with this please get in touch. This will be covered in next year's budget. Tom Small (Ordinary Committee Member) will ask Rory, who helped with the original website's set-up in 2015, about making updates.</p> <p>Another key objective is the publication of a standard for illustration, which is intended not just for illustrators but for anyone who uses illustrations in the sector. This document has been in progress for some time and we are nearly ready to send this out to membership for consultation. This will be issued by bulletin.</p> <p>The group discusses the CifA Conference 2025, which is to be held in Birmingham, as members feel that it would be good for the group to be involved somehow, making a contribution through a talk or some else. The committee asks that any members with ideas approach us – we're open to ideas and happy to work on a collaborative session!</p>
<b>3.</b>	<b>Committee Membership (HK)</b>
	There are no nominations for the committee today. There are currently vacancies for two ordinary committee member roles, and we would welcome anyone interested in joining – although elections take place annually at our AGM, we are able to co-opt throughout the year.

	<p>Meetings are generally held every two to three months. There is no specific time-commitment for being on the committee, with committee members volunteering for tasks depending on their expertise and availability.</p> <p>We welcome a diverse range of voices – you do not have to have a certain level of experience, be based in a particular area, or work specifically in illustration to contribute.</p> <p>If you are interested in attending a committee meeting before committing, please get in contact through our email: <a href="mailto:graphicsarchaeologygroup@gmail.com">graphicsarchaeologygroup@gmail.com</a></p> <p>Current committee members are Hannah Kennedy (Chair), Amy Wright (Secretary), Jonathan Millar (Treasurer), Lesley Collett, Mark Hoyle, Marion Devigne, and Tom Small.</p>
<p><b>4.</b></p>	<p><b>Discussion: Traditional and Digital Recording Methods (All)</b></p> <p>During this part of the AGM, attendees discuss the use of traditional and digital recording methods in the sector. A recording of the discussion can be found here: <a href="https://www.youtube.com/watch?v=KI71-QV5-54uTube">https://www.youtube.com/watch?v=KI71-QV5-54uTube</a></p>
<p><b>5.</b></p>	<p><b>AOB (Committee)</b></p> <p>Next committee meeting: <b>AW</b> to contact committee with possible dates for our next meeting, to be held late January.</p>