

COMMUNITY ARCHAEOLOGY GROUP COMMITTEE MEETING

Monday 24 March, 2-3pm

Online

Minutes

Present:

Sarah-Jane Farr – SJF, Perry Gardner – PG, Richard McConnell – RM, Nina O’Hare – NO (Secretary),
Jessica Lowther – JL (Chair)

Agenda Point		Action (Initials)
1.	<p>Apologies</p> <ul style="list-style-type: none"> Emily Johnston, Frank Giecco (Treasurer), Dickie Bennett and Mike Nevell (Advisor) 	
2.	<p>Minutes from last meeting</p> <ul style="list-style-type: none"> no comments 	
3.	<p>Matrix review</p> <ul style="list-style-type: none"> talked through survey responses a lot of responses are around awareness of the matrix which we started to address with the tea break session last year wellbeing aspect of community archaeology isn’t currently included. Should we look at adjusting the matrix wording to encompass this? Agreed to tweak wording, but no major additions there is a gap in training/ awareness of community engagement in the sector generally. Could the matrix be useful for this? The primary purpose of specialist matrices is for CifA accreditation, which cannot be changed as matrices are reviewed every 3 years we can keep an ongoing list of comments so that it is quicker to update in future looked at draft help notes – all present happy to send these out, just with a small tweak to make it clearer that you can draw on skills or experience that are not on the list (as it is not an exhaustive list) 	<p>NO to send help notes to Lianne Birney, who is leading the matrix updates project.</p>
4.	<p>Knowledge Hub</p> <ul style="list-style-type: none"> NO attended training session last week run by Historic England. It will be useful for archiving our committee documents but may also have other uses too eg could have a private group just for the committee and/or wider membership committee to have a look at Knowledge Hub and consider how best to use it before next meeting 	<p>All to sign up for Knowledge Hub account and have a look at the platform.</p>
5.	<p>Newsletter</p> <ul style="list-style-type: none"> EJ will send around a draft this week for all to review committee members to send in a few sentences to introduce themselves. Deadline is end of this week newsletter to go out ASAP before Easter. Can a link to it go in the general CifA newsletter once it has gone out to SIG members? 	<p>All to send a sentence or two about themselves to EJ for including in the newsletter by <u>28 March</u>.</p>
6.	<p>Tea breaks</p> <ul style="list-style-type: none"> looking at week commencing 19 May and 22 Sept. These weeks are fine for CifA, Richard and Emily 	<p>RM and EJ to set a time for the</p>

	<ul style="list-style-type: none"> planning to allow a lot of time for discussion 	May session
7.	<p>AOB</p> <ul style="list-style-type: none"> no update from Cara Jones on toolkit extension project. CifA Conference – PG updated on Crossing the Divide session that the Research & Impact Group are running. Suggestion of holding a second session during the Innovation Festival in the autumn, so that the conversation continues and reaches a different and/or larger audience. FAME – NO has had a chat with Doug Rocks-Macqueen as one of FAME’s new objectives is to support public benefit. This would be a good forum for the group to reach unit managers and consultants. We will suggest that an intro to CifA’s Public Engagement toolkit is run for FAME and perhaps tied in with an open discussion and an overview of key points from the Local Planning Authority survey (eg engagement can be low-cost, off site and should be proportionate to the project). This would be in addition to the currently planned tea breaks. 	<p>JL to ask Cara Jones about running a toolkit session for FAME members.</p> <p>NO to reply to FAME with session suggestion.</p>
8.	<p>Date of next committee meeting Tuesday 6 May, 2-3pm</p>	