

Agenda Point		Action (Initials)
1.	<b>Apologies</b> Marion Devigne and Thomas Small	
2.	<b>Minutes of the Previous Meeting</b> The 3-year plan has been sent to CB and is now available on our page of the ClfA website: <a href="#">Graphics Archaeology Group   Chartered Institute for Archaeologists</a> .  Standards and Guidance – HK has emailed JPW but has not yet received a response. <i>HK to follow up with JPW.</i>  Updating ‘The Illustration of Excavated Window Glass’ – as above, HK has emailed JPW but not yet received a response. <i>HK to follow up with JPW.</i>  Advisory Council Meeting – no-one available to attend on Friday 28 <sup>th</sup> June.  Training Materials – JM has uploaded resources from Rubicon to our GoogleDrive folder. This needs to be revisited in a later meeting.  No further comments on the previous minutes; these are now available on our GoogleDrive.	HK  HK
3.	<b>Achievements</b> Our CPD talk with Simon Edwards (5 <sup>th</sup> June) was a success and the recording is now available on YouTube. Many thanks to SE for sharing his expertise and to MH for organising!  Our annual group report has been submitted and will be sent out by ClfA at some point in the autumn.	

<p><b>4.</b></p>	<p><b>AGM</b></p> <p>Our AGM is scheduled for Saturday 16<sup>th</sup> November and will be held online.</p> <p>Possible CPD sessions to be attached to the AGM are discussed. The first option is a ‘getting started in illustration’ session – this would be a good way to encourage early careers individuals to attend. One of the most common questions directed to our email address and to individual committee members is ‘how can I become an archaeological illustrator?’ and this would provide an opportunity to answer this question.</p> <p>Another option would be a session on the principals of photogrammetry. This would be a good option for online delivery and would encourage a range of people to attend. This also has the potential to be built on later in the year through an in-person CPD session run by the group. <i>HK to investigate possible trainers/speakers on this topic for November.</i></p>	<p><i>HK</i></p>
<p><b>5.</b></p>	<p><b>Portfolio Sessions</b></p> <p>HK has discussed providing portfolio guidance with Lianne Birney. Currently, the ClfA accreditation process doesn’t ask for a portfolio, but examples of work are required – this is an important distinction as examples of work submitted might not be illustrations, but documents such as the work programme the applicant manages, work that they have QC’d, etc.</p> <p>We currently have a page called ‘Applying for ClfA Accreditation as an Illustrator/Graphic Designer/Photographer/Surveyor’ on our website (<a href="http://www.gag-clfa.org/?page_id=1117">http://www.gag-clfa.org/?page_id=1117</a>). This needs updating – HK has saved the text, along with suggested edits from LB, into a document on our GoogleDrive. <i>LC volunteers to review this text and make sure it works as a coherent document.</i></p> <p>Offering advice on portfolios has wider appeal to more than just those applying for ClfA accreditation as this could be of use to people applying for jobs.</p> <p>Two in-person advice sessions are proposed, which we could run on a rotating, six-month basis:</p> <ol style="list-style-type: none"> <li>1. Getting started in illustration (which would be helpful for early careers individuals, those not currently working in illustration etc.)</li> <li>2. Applying for ClfA accreditation (aimed at the membership)</li> </ol>	<p><i>LC</i></p>

	<p>A separate working group is needed to discuss this. <i>AW to suggest dates and set up a meeting.</i></p> <p>On a related note, we are having ongoing problems with our website, where all of our advice is currently made available, and a back-up of the website text would be helpful.</p>	AW
6.	<p><b>Conference Session</b></p> <p>We are currently waiting to find out the date, location and theme of the next ClfA Conference.</p> <p>This would be a good opportunity to run an in-person CPD session. Training on the principals of photogrammetry which builds on a session included in our AGM is a good option as discussed above.</p>	
7.	<p><b>Innovation Festival</b></p> <p>We have been contacted about the Innovation Festival and contributing to a proposed session with a title of 'AI and Machine Learning in Archaeology: experiences, lessons and challenges from UK and international perspectives.' We are currently waiting for more information on this before making a decision on whether we can contribute.</p>	
8.	<p><b>AOB</b></p> <p>No other business. Our next committee meeting will be held after the AGM.</p>	