

**ClfA Scottish Group**

2pm 13<sup>th</sup> October 2020

Via ZOOM

**Minutes**

**Present:**

Samuel Fox (Chair), Joe Somerville (Secretary), Tristan Boyle (Treasurer), Lindsey Buster (OCM, co-opted), Helena Gray (OCM), Josh Gaunt (OCM, co-opted).

Megan Keates (ClfA Membership Engagement Coordinator), Cara Jones (ClfA Scotland), Piers Dixon, David Connolly, Angela Gannon, John Lawson, Stuart Farrell, Coralie Mills, Stef Sagrott, Kevin Mooney, Peter McKeague, Lisa Bird, Heather Kwiatkowski, Linda Bjerketvedt.

1.	<b>Apologies</b>	<b>Action</b>
	Stephen Carter Alison Douglas Gavin McGregor Paul Murtagh	Info
2.	<b>Minutes of AGM</b>	
	Previous AGM minutes approved – minor change to correct date and location JS to send round the 2019 AGM minutes with the corrected date and location	Joe S
3.	<b>Matters Arising</b>	
	It was noted that the majority of matters arising from the previous AGM had been addressed at the regular committee meetings during the course of the year	Info
4.	<b>Chairs Welcome &amp; Opening Remarks (Sam Fox)</b>	
	Sam expressed his thanks to the committee as outgoing chair. He summarised that the strategic aims of the committee over the previous period had been to diversify membership of the committee, fill vacant the positions on the committee, and to increase the presence of the work of the committee on social media.	Info
5.	<b>Secretary's Report (Joe Somerville)</b>	
	<p>The secretary gave thanks to the committee for their assistance over the past year.</p> <p>The secretary provided a summary of the annual report (September 2019 to August 2020) prepared by the Scottish Group (SGClfA).</p> <ul style="list-style-type: none"> <li>• Aims of the SGClfA <ul style="list-style-type: none"> <li>○ To promote ClfA and its services to members in Scotland</li> <li>○ To raise the public profile of archaeology and archaeologists in Scotland</li> <li>○ To advise ClfA on issues specific to Scotland</li> <li>○ To increase membership and we now stand at 544 members of the Scottish Group</li> </ul> </li> <li>• Current membership is 544 members, an increase in just over 11% over the previous year.</li> <li>• Ongoing support from Historic Environment Scotland for co-ordinating skill development initiatives and training activities continued to be very valuable.</li> </ul>	Info

	<ul style="list-style-type: none"> <li>• Funded through the HES Archaeology Programme, this has resulted in (for 2.5 days a week, filled by Cara Jones) and 4 CPD training workshops. Financial support for a ClfA post (Cara Jones) on a full-time basis from April 2020.</li> <li>• CPD courses delivered in the period included: <ul style="list-style-type: none"> <li>○ “Embedding Workplace Training” which took place in October 2019 in Edinburgh,</li> <li>○ “What’s going wrong with desk-based assessments?”, 15th October 2019, Edinburgh City Chambers;</li> <li>○ “The practical application of dendrochronology in Scottish archaeology, buildings and landscapes” Dalkeith Corn Exchange, 12th November 2019;</li> <li>○ “ClfA accreditation: a step-by-step guide” held on the 27th March 2020</li> <li>○ “Scottish group: Introduction to standards and guidance” web-based workshop held on 30th July 2020.</li> </ul> </li> </ul> <p>These workshops were attended by 85 members</p> <ul style="list-style-type: none"> <li>• ClfA also supported “Re-imagining Scottish Archaeology: structures, delivery and funding”, a series of workshops organised alongside ALGAO Scotland and FAME, in Inverness, Edinburgh and Glasgow (November and December 2019).</li> <li>• Committee remains interested in widening and deepening our committee membership, in particularly looking to tie in closer with ALGAO: Scotland members and with Scottish archaeologists based outwith the Central Belt.</li> <li>• We continue to engage with ClfA Advisory Council and Groups Forum.</li> <li>• Members of the committee contribute to ClfA consultation responses to Scottish Government public consultations.</li> <li>• We collate and contribute to a Scottish Group newsletter that is emailed to members on a quarterly basis.</li> <li>• Social media: <ul style="list-style-type: none"> <li>○ We have active ClfA Scotland Facebook and Twitter (@ClfA_Scottish) accounts that we use to engage with our members, promote relevant Scottish heritage news, and to cross-promote CPD training opportunities.</li> <li>○ The Facebook page has 1127 followers, and the Twitter account has 559 followers (correct as of August 2020).</li> </ul> </li> </ul> <p>The following vacant roles up for at this year’s AGM;</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Treasurer</li> <li>• X6 Ordinary Committee Members (OCM)</li> </ul>	
6.	<b>Treasurer’s report (Tristan Boyle)</b>	
	<p>Very few expenditures in the year due to travel restrictions imposed by COVID-19. We requested £800 total from CIA HQ, but all activities have been undertaken remotely via ZOOM, Skype or similar, and therefore there have been no outgoings. We anticipate additional income from two subscriptions by non-ClfA members who pay £10 per year.</p> <p>The SGClfA budget is used to cover travel costs to represent the committee, e.g. at ClfA Groups Forum events. It can also be used for room bookings for committee meetings, training events etc.</p>	Info

	Cara: note also that non-CifA members that attend a training event get a year's membership to the SGCifA included in their training.					
7	<b>Election to the Committee</b>				Info	
We had nominations for all the vacant positions, but no need for an election as no we had the same number of nominations for each position as there are vacancies.						
The term for each position is 3 years, and the longest someone can stay on the committee is 6 years in total.						
	<b>Position</b>	<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>		
	Chair	David Connolly	Stef Sagrott	Sam Fox		
	Treasurer	Stefan Sagrott	Tristan Boyle	Sam Fox		
	OCM	Heather Kwiakowski	Sam Fox	Joe Somerville		
	OCM	Linda Bjerketvedt	Joe Somerville	Sam Fox		
	OCM	Josh Gaunt	Sam Fox	Tristan Boyle		
	OCM	Alison Douglas	Tristan Boyle	Joe Somerville		
	OCM	Lindsey Büster	Sam Fox	Cara Jones		
	OCM	Helena Gray	Cara Jones	Sam Fox		
<b>Therefore, the current membership of the committee is as follows:</b>						
	<b>Name</b>	<b>Current Position</b>	<b>Term of service of position</b>	<b>Year joined committee (inc. co-opting)</b>		<b>Max. length of service (6 years from joining)</b>
	David Connolly	Chair	2020- 2023	2020 (appointed)		2026
	Joe Somerville	Secretary	2019 - 2022	2016 (appointed)		2022
	Stefan Sagrott	Treasurer	2020- 2023	2020 (appointed)	2026	
	Paul Murtagh	OCM	2019- 2022	2019 (co-opted)	2025	
	Heather Kwiakowski	OCM	2020- 2023	2020 (appointed)	2026	
	Linda Bjerketvedt	OCM	2020- 2023	2020 (appointed)	2026	
	Josh Gaunt	OCM	2020- 2023	2020 (co-opted) 2020 (appointed)	2026	
	Alison Douglas	OCM	2019 – 2022	2019 (co-opted) 2020 (appointed)	2025	
	Lindsey Büster	OCM	2019 – 2022	2019 (co-opted) 2020 (appointed)	2025	
	Helena Gray	OCM	2019 - 2022	2019 (co-opted) 2020 (appointed)	2025	
8	<b>AOCB</b>					
	8.1 3-year plan reviewed SGCifA 3-year plan presented by outgoing chair Sam Fox to the attendees.					
	8.1.1 Queries and questions arising					

<ul style="list-style-type: none"> <li>• Query from Coralie: what proportion of ClfA members based in Scotland are members of the ClfA Scottish Group? Answer from Megan: members have automatic opt-in to an area group based on address when they join ClfA, but can choose to opt out. Cara – also other members can choose to opt in irrespective of their geographical basis.</li> <li>• Coralie – what is the total ClfA membership? Megan - Taken from the 2020 Annual Review: Current membership statistics: Membership of ClfA now stands at 3931 (21 July 2020). Of these members, 3033 are accredited professionals (Member, Associate and Practitioner) who have demonstrated their technical competence and ethical suitability – including the professional skills relevant to their grade of accreditation – to the Validation committee</li> <li>• John L – what is the total size of the workforce in Scotland? We don't have precise numbers on the total archaeological workforce in Scotland, but there ensued a general discussion about the total number of SGCIfA members being a relatively high proportion of the total ClfA membership (544 SGCIfA members out of 3931 total ClfA members – 14%)</li> <li>• John L – should we try to be increasing overall members of ClfA members as a proportion of the workforce? Cara - target groups – students, also looking to run application workshops. These couldn't be undertaken after the COVID-19 lockdown, but we have the means to do them virtually. Joe – also looking to branch out from the current Central Belt bias. We don't have figures to hand, but the feedback in the past has been that ClfA is not seen as relevant or offering much to archaeologists outside the Central Belt.</li> <li>• Coralie – are we missing many? Are there many members of the profession in Scotland who are not already members? Cara – good level of membership within contracting and consultancy. Need better levels in smaller sub-sectors  John – not 100% membership of ClfA within ALGAO  Lindsey – looking to raise profile and membership of ClfA within academia.  Tristan – competition to write an essay as a student drew him into ClfA and the committee back in 2016-7.</li> </ul> <p><i>8.1.2 General observations</i></p> <ul style="list-style-type: none"> <li>• Lindsey – query on number of members – should be 544.</li> <li>• Kevin – good to see increase in number of student affiliate members in latest issue of <i>The Archaeologist</i>. CSCS card has increased membership – successful. £10 to join ClfA SG could be attractive.</li> <li>• David – 11,000 BAJR members, 1,000 engagers currently. Question – “what does ClfA do for me?” Need to reach out and make ClfA really powerful in</li> </ul>	
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<p>Scotland. Increased use of social media. Good 3-year plan to build on. Want people to want to engage, rather than because they have to.</p>	
<p>3-year plan adopted with the correction to the numbers of members.</p>	
<p><u>8.2 Note of thanks to outgoing committee members</u></p>	
<p>Note of thanks to outgoing committee members Sam (chair) and Tristan (treasurer and social media officer) for their efforts over the past 6 years.</p>	Info
<p><u>8.3 Future committee engagement</u></p>	
<p>Suggestion from Coralie that there is an opportunity to open up SGCIfA members to join in committee meetings. Megan – that can be done at the discretion of the committee.</p>	
<p>Joe S: no logistical reason why we couldn't have more people join, given that the meetings will be held via online means for the foreseeable future. To be discussed by the committee with the hope we can open up the next meeting to the wider membership.</p>	
<p>Action – Joe to put it to the committee before the next ordinary meeting.</p>	Joe S
<p><u>8.4 Date of next ordinary meeting</u></p>	
<p>Tuesday 1<sup>st</sup> December 2020</p>	
<p>Joe S to send round calendar invite to all committee members. All to attend if possible.</p>	Joe S
<p><u>8.5 Date of next AGM</u></p>	
<p>Likely October 2021.</p>	All
<p><u>8.5 Newsletter</u></p>	
<p>Josh - newsletter inputs and contributions would be most welcome. Provisionally looking for contributions by early November 2020.</p>	All