

**COMMUNITY ARCHAEOLOGY GROUP COMMITTEE MEETING**

Wednesday 6 November 2024, 1pm  
Online

**Minutes**

**Present:**

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

Agenda Point		Action (Initials)
1.	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Perry Gardner, Dickie Bennett and Mike Nevell (Advisor)</li> </ul>	
2.	<p><b>Committee roles &amp; organisation</b></p> <ul style="list-style-type: none"> <li>Beyond Chair, Secretary and Treasurer there have been no formal committee roles/ responsibilities, so it would be good to be more organised.</li> <li>Would be helpful to have responsibilities for Comms, tea breaks coordination and Knowledge Hub.</li> <li>We do need to look at committee files being stored centrally.</li> <li>Suggestion of using first couple of tea breaks to see how wider membership would like to hear from us.</li> <li>NOH will need to be involved in transferring files over to Knowledge Hub, as has access to most recent files due to be secretary. Would be helpful to have someone else who can liaise with CifA over setting it up.</li> <li>Group currently has a Twitter/ X account, Facebook page and blog. All are under the former group name and have been inactive for a while. We may or may not want to use these going forwards. Agreed to re-assess after speaking to membership about their comms preferences.</li> <li>Do we want a coordinator for CifA conference and Innovation Festival calls? Deadline often catches us by surprise and this year’s call for papers closes on 8 November.</li> </ul>	<p>RM has volunteered to coordinate tea breaks.</p> <p>EJ has volunteered to help with Comms to wider membership, especially newsletters. JL also happy to help share news on group social media channels.</p> <p>NOH will need to be involved in transferring files over to Knowledge Hub.</p> <p>SJF has volunteered to keep an eye on future call for papers.</p> <p>JL will ask if Dan Miles (Historic England) and ADS want to resubmit the CifA conference session put together last year, given it was unsuccessful.</p>
3.	<p><b>New 3 year plan</b></p> <ul style="list-style-type: none"> <li>Draft from July was reviewed and amended, following group discussions.</li> <li>Discussion around working with other CifA Special</li> </ul>	<p>NOH to finalise and circulate new 3 year plan</p>

	Interest Groups and how we can better identify opportunities to collaborate. Agreed that future newsletters will be sent to other Group Chairs.	
4.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Next few committee meetings will focus on one main task, plus quick updates, rather than trying to cover too many agenda items in one go.</li> </ul>	
5.	<p><b>Date of next committee meeting</b> Tuesday 14 January 2025, online, 2-3pm</p>	