

## DIGGERS' FORUM COMMITTEE

18th May 2019, 1100 until 1315  
MOLA, 46 Eagle Wharf Road N1 7ED

### AGM Minutes

**Present:** Callum Allsop; Samantha Boyle (Treasurer); Richard Bradley; Martyn Cooper; Cat Gibbs; Peter Lovett; Paul Riccoboni (Chair); Ben Saunders

<b>1.</b>	<b>Apologies</b>	<b>Action</b>
	Gemma Ward (Secretary); Tudor Skinner; Anna Welch	N/A
<b>2.</b>	<b>Minutes of last AGM</b>	<b>Action</b>
	Minutes provided by Gemma (GW) from last AGM were proposed by Ben (BS) and seconded by Richard (RB). These were accepted.  Minutes from last meeting in York (16/2/19) were reviewed by all present.	N/A
<b>3.</b>	<b>Matters Arising</b>	<b>Action</b>
	BS requested that matters arising were deferred to be discussed under other items (point 8.2 on agenda) and AOB (point 9 on agenda). This was agreed.	N/A
<b>4.</b>	<b>Chair's welcome and opening report</b>	<b>Action</b>
	Paul (PR) noted that since last meeting he has given intention leave his role as chair and confirms that he is stepping down from this, and from the committee. PR comments on sustained membership numbers of the group and how proud he is to have been chair of large SIG attempting to improve the lives of digging staff. PR wants us to continue providing updates to members in a bulletin style and avoid the newsletter system. Cat (CG) thanks PR for his time as chair.	All
<b>5.</b>	<b>Secretary's Report</b>	<b>Action</b>
	Secretary (GW) not present and has no comments beyond the provided minutes of previous meetings.	N/A
<b>6.</b>	<b>Treasurer's Report</b>	<b>Action</b>
	Sam (SB) notes that finances available for the group (meetings, activities, marketing etc) are static and have not changed. Updates us that financial queries and expenses etc no longer undertaken via Anna at ClfA but Jane instead. There is a query from Pete (PL) about how much budget is available for projects and SB confirms that additional events beyond group remit can receive funding agreed through a separate ClfA budget (i.e. this does not all have to come from the group specific budget).  SB also notes that ClfA have commented that DF is a cheap SIG to run and have praised our strategy of digital catch ups rather than accruing the costs of frequent face to face meetings. A number of comments are raised regarding how important it is to also meet up with new committee members face to face for introductions etc.	All  N/A
<b>7.</b>	<b>Elections to committee &amp; Advisory Council representative</b>	<b>Action</b>
<b>7.1 Election of Chair</b>	Only one candidate has been proposed (CG) and seconded, therefore the vacancy is automatically filled with no opposition. The committee offer	N/A

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<p><b>7.2 Election of Ordinary Committee Member</b></p>	<p>congratulations to CG on her election to the role.</p> <p>BS is proposed for his second term on committee and this is approved by all present with no opposition. BS agrees that he will also volunteer for an Advisory Council position and be the DF rep.</p> <p>There is a committee vacancy created by PR departure. Pete (PL) is proposed as a new committee member and there is no opposition. The committee welcome PL.</p> <p>RB requests that PL continue his previous work encouraging DF members and other digging staff to attend ClfA conference, as well as pushing companies to provide funds for digging staff to do so. PL confirms that he will do this and can now do so as a DF committee member.</p>	<p>BS</p> <p>PL</p>
<p><b>8.</b></p>	<p><b>Other items – including 3-year plan</b></p>	<p><b>Action</b></p>
<p><b>8.1 Business plan</b></p>	<p>CG leads a review of the DF 3-year business plan and suggests that these should be updated over the coming year for the next 3-year cycle. The short, medium- and long-term goals are discussed. It is queried whether the blog idea should be pursued: to be considered by BS.</p> <p>Committee agrees that our role in providing advice notes, social media output, and liaising between BAJR, ClfA, digging staff etc are important and that we are keep to promote the whistleblowing position as an anonymous help to diggers. BS notes we should come back to this point under the constitution discussion.</p> <p>The committee also agree that focus should continue to be placed on wage issues, non-degree accreditation schemes, establishing links with other groups, and attempting to undertaken CPD sessions or other events. ‘Pint sized learning’ seminars/forums for post-work gatherings are proposed.</p> <p>CG points out that new committee members such as Martyn (MC) and Pete (PL) need bios for the ClfA committees page (if it still exists) on the website and the existing committee members should update theirs. Noted as an action point for all.</p> <p>There is a short discussion on the value of membership surveys and how much we should pursue these. SB, CG, and RB point out that we rarely get a large response to anything which makes it difficult to gather meaningful evidence.</p> <p>A further action point is agreed that RB should update the business plan and prompt others to send in ideas for the next 3-year cycle. This document will then be available for a new committee following the departures of SB, CG, RB and GW next year.</p>	<p>BS</p> <p>All</p> <p>All</p> <p>All</p> <p>RB</p>
<p><b>8.2 Standing Orders/Constitution</b></p>	<p>BS reports on Tudor (TS) looking into constitution for DF and no specific one exists – it is the standard ClfA version. TS will be pursuing this further and preparing a series of clauses and standing orders which will allow this to be published anew. SB proposes an EGM so that this can be ratified speedily. BS agrees as then once the constitution is formalised an official whistleblowing procedure/strategy can be realised.</p> <p>It is agreed that BS, TS and CA will form a working group of the committee to achieve this soon.</p> <p>With regard to whistleblowing, CG and BS update the committee on ongoing issues that have been addressed. PL queries how we make sure all complaints are logged with ClfA and stresses that everything should be recorded. SB points out our need to be GDPR compliant. MC asks about us and other groups sharing</p>	<p>TS</p> <p>TS, BS, CA</p>

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	<p>info so that CifA has the full picture.</p> <p>SB asks about the header for our Facebook group no longer having a statement of group rules, as there have been recent abusive messages directed at committee. GW and CG to look into adding statement of rules again.</p>	GW, CG
<b>8.3 Chartership</b>	<p>CG points out that the chartership issue is on the AC agenda. The debate continues. DF committee agree action point on keeping members in the loop and allowing all members to air their views.</p>	All
<b>8.4 CPD session on CPD</b>	<p>There is still a desire to run a CPD session, which we have not yet achieved. Ideas proposed for a 'What is CPD' session, speaking on a podcast, or a TAG conference side event. CG suggests a joint project with the enabled archaeology group. GW is already in discussions with this group. BS agrees to talk to other SIGs about a CPD event. PL would like a combined unit event on a day or evening in Birmingham to gather people centrally.</p>	GW, BS, PL
<b>8.5 Competence Matrix</b>	<p>CG has been working on this and looking at improving the matrix so as to help digging staff reach higher corporate levels. CG to send round to all committee. SB agrees to assist with this as she has validation committee experience.</p>	CG, SB
<b>8.6 CifA2020</b>	<p>This event will be in Bath. Committee agree that we should have a presence and would like to contribute or arrange a session. This would be on DF essentials, with specialists tailoring their talks for field staff specifically. SB to formulate a proposal when the info is available and RB will help. As noted above, PL reaffirms his plans to encourage companies to allow staff to attend.</p>	SB, RB, PL
<b>9.</b>	<b>AOB</b>	<b>Action</b>
	<p>PL proposes a brief survey on DF members attitudes towards CifA and chartership. PL to formulate questions: these can be put out either as a Facebook discussion or a formal emailed survey via CifA.</p> <p>RB makes point about how we repopulate committee next year. CG wants us to be more visible.</p> <p>The is also an action point for RB to write up the meeting minutes promptly.</p>	<p>PL</p> <p>RB</p>

