

**EARLY CAREERS GROUP**

17 July 2024, 19:00 BST  
Zoom

**Minutes**

**Present:** SS, TL, EJ (Finds Group), JE, EM, GC, SB

Agenda Point	Action (Initials)
<p><b>1. Apologies</b> KS</p>	<p>TL to email JK and check about EC SIG conference.</p>
<p><b>2. Minutes of the Previous Meeting</b>  Minutes are approved.</p>	
<p><b>3. FINDS GROUP AGM</b>  Tuesday 17<sup>th</sup> September 9am till 3pm online day conference – aimed at anyone interested in pottery but they want to encourage an EC audience. Morning of talks and followed by a networking event from 1-3pm of <i>meet the specialists</i>. New toolkit will also be launched at the event.  Finds Group are keen to have us attend and get involved with. EJ also has some questions about costs and our opinions. EJ is hoping to provide bursaries for the event via CifA.  We discussed the fees and how to encourage EC people to attend.  Several points raised by Committee:</p> <ul style="list-style-type: none"> <li>● If attendance is chargeable, we will need to make the benefits of being a group member are</li> <li>● Fee might put off students/ attendees of previous AGMS</li> <li>● Previous AGMs haven't been costed</li> <li>● Overheads are non-existent, so why is there a cost?</li> <li>● Would cost achieve any genuinely beneficial income for CifA or just create a barrier to access?</li> <li>● Can the event be marketed as a CifA verified CPD opportunity to allow people to book off as training from work/educational settings and claim expenses?</li> </ul>	<p>TL to send minutes to EJ.  GC to upload the event content to our channels.  Committee to send EJ content (lists of previous events, photos we have, things to bolster the event).</p>
<p><b>4. New minutes</b>  JE to do the CifA version of the Minutes – thanks JE!</p>	<p>JE to submit CifA version of minutes to Cara (either by email or a new Google Drive folder link).</p>
<p><b>5. CifA Staff meeting update</b></p>	<p>N/a</p>

	<p>(Overview from notes sent by SS on WhatsApp chat)</p> <p>Cara has sent us all a groups calendar which is very helpful. JE will share minutes to Cara via a Google Drive link and will update Cara when they are ready.</p> <p>Cara is also super happy for us to send her events/ things to circulate. Hopefully we will get a mailing list (anonymous) to make it easier to communicate with our membership.</p> <p>CifA is hoping to do a video response to the letter we sent about our survey following the minima announcement.</p>	<p>(Please relisten to voice notes from SS for further details)</p>
<p><b>6.</b></p>	<p><b>Carbon literacy training</b></p> <p>Forwarded on from Alex – carbon literacy training course by HE.</p> <p>We will be running a quick poll to see when the best time for this for EC members would be. The course is two blocks of 3.5 hours training so would be over two consecutive days but we are happy to look at evenings or weekends.</p> <p>The cost of the training is free as it is covered by Historic England. The only fee is the £10 certification.</p> <p><b>What is it Carbon Literacy?</b></p> <p>Carbon Literacy is a key way for organisations and individuals to gain an awareness of the causes and impacts of climate change and an understanding of carbon emissions. It provides a great foundation to begin to take steps towards reducing their carbon emissions and become more environmentally sustainable.</p> <p>The course has been created by Historic England and is accredited by the Carbon Literacy Trust. Carbon Literacy is a keyway for organisations to gain an awareness of the causes and impacts of climate change and an understanding of carbon emissions.</p> <p>Individuals will gain a nationally recognised accreditation. You will be able to understand more on your carbon footprint and pledge to make a difference.</p> <p><b>The Course</b></p> <p>The Carbon Literacy Course for Heritage is an entry level, action focused, carbon reduction training, developed especially for the Heritage sector.</p>	<p>Make poll to put on Instagram and one via Cara.</p> <p>SB to create the text of who is interested, and then follow up with what times would work (weekday evenings, weekday day times).</p>

	<p>The course looks at the science behind the climate emergency, the impacts on Heritage, the policy positions national and internationally, and co benefits for Heritage in making changes and well as examples of Low Carbon Heritage.</p> <p>The interactive online course takes place over two half days, via Zoom, with a small bit of homework to do before the first session. At the end of the course, you be asked to make two carbon reduction pledges, and in return will be certified as Carbon Literate.</p>	
<b>7.</b>	<p><b>AC meeting update from SS</b></p> <p>SS met new CEO – very interested in creating volunteer benefits. CEO made a point about bringing the new generation of archaeologists in and their role within CifA. We will potentially invite him to one of our meetings to discuss further– maybe the August or September meeting.</p>	Discuss sending out Doodle to new CEO.
<b>8.</b>	<p><b>Committee Policy on bullying/harassment/ social media attacks: TGL + SS</b></p> <p>Suggestion that we update our policy with further guidance regarding our EC social media channels. SB to collaborate and write together with JE (who has digital safeguarding experience).</p>	<p>SB and JE to communicate between them about a policy OR strategy.</p> <p>Creation of a Code of Conduct to provide to EJ before their Finds SIG event.</p>
<b>9.</b>	<p><b>Committee work distribution</b></p> <p>Please send apologies for me to add to minutes. WhatsApp, text, email, just make sure you @ the person. Whatever time is fine!</p> <p>Discussion over balancing work and different roles and how we tackle these together with collaboration.</p> <p>Different capacity at different times. Burn out from committee could become a genuine issue – we have worked very hard and need to protect our capacity for priority actions (business plan will really come into action).</p>	
<b>10.</b>	<p><b>Business Plan 2024-26</b></p> <p>Late July/ early August meeting separate to monthly meetings to discuss the Business Plan – JE, SS, TL priority to be there – week of 29<sup>th</sup> July.</p>	Business Plan doodle to be sent out by SS.
<b>11.</b>	<p><b>Annual Report 2023-24: TGL + SB</b></p> <p>9<sup>th</sup> August deadline – TL, SB and EM. Report going to be divided into individual months to tackle the workload.</p>	TL to contact SB and EM and sort out which months to tackle.

<p><b>12.</b></p>	<p><b>Project Managers SIG collaborative event</b></p> <p>Quick social media poll for the event and its content/timing – to cover all 3 channels.</p>	<p>GC to make the post next week after the conference itself!</p> <p>Committee to help with the wording.</p>
<p><b>13.</b></p>	<p><b>CBA Early Careers Conference</b></p> <p>Discussed our involvement on the day.</p>	<p>TL to ask JK about the event and what we need to do at the event.</p>
<p><b>14.</b></p>	<p><b>UAUK Expenses</b></p> <p>SB has processed expenses for MS and TL.</p>	<p>SB to send SS form to fill out.</p>
<p><b>15.</b></p>	<p><b>AOB</b></p> <p>Followers have gone up on Facebook, Instagram and X – well done GC!!!</p> <p>Active bystander training run by ClfA – we could promote this on social media as part of the #OutOfContext</p> <p>Discussed how we can offer social media support for GC</p>	<p>GC to contact Whatsapp chat to double check about social media (technical/ wording/ content).</p>
<p><b>16.</b></p>	<p><b>Date of next committee meeting and future events</b></p> <p>TL will organise doodle poll for August meeting.</p>	