

19 August 2024 7pm

Zoom

**Early Careers Special Interest Group committee meeting minutes**

**Present:** TL, JE, EM, KS

Agenda Point		Action (Initials)
1.	<p><b>Apologies</b> SB, SS, GCK</p> <p>Update to the meeting that EM and GCK have stepped down from the Committee and that we are looking for new committee members (GCK plans to step down officially mid-September)</p>	
2.	<p><b>Minutes of the Previous Meeting</b></p> <p>Minutes are approved.</p>	
3.	<p><b>Annual Report update</b></p> <p>EM, SB and TL finalised report - TL sent off report to Cara. Report now on CifA website and uploaded on our Google Drive.</p> <p>Big thank you to EM and SB.</p>	
4.	<p><b>Business Plan 2024-26 update</b></p> <p>The Business Plan has been updated by SS, comments welcome.</p>	23 August deadline for comments on business plan
5.	<p><b>Early Careers definition (standards)</b></p> <p>JE sent an email about it recently (email is a collation of all EC SIG definitions made so far). We are getting a lot of questions about early careers (who is this definition for) How to revise the definition, which was originally heavily influenced by the CBA Early Careers conference.</p> <p>Representatives from CifA should be present at the meeting about the definition discussion.</p> <p>JE encourages us to chat to our colleagues about it and hear their views and opinions on it.</p> <p>We formerly defined it for ourselves BUT are we now being asked to define it for the wider sector</p>	<p>Wait for group members to meet together properly, discuss with colleagues</p> <p>Reread JE definition email</p>

6.	<p><b>Innovation Conference <a href="#">Innovation Festival 2024   Chartered Institute for Archaeologists</a></b></p> <p>We discussed participating but felt there was already an early career/student event and we do not currently have capacity in the committee for organising a contribution.</p>	
7.	<p><b>SS accreditation and committee swap over</b></p> <p>September meeting for swap over to be officially minuted.</p>	
8.	<p><b>Updates to Group page (CifA website list of resources)</b></p> <p><a href="#">Early Careers Group   Chartered Institute for Archaeologists</a></p> <p>Decision to add new resources for EC people. List of suggestions below discussed:</p> <ul style="list-style-type: none"> <li>● CifA early carers toolkit</li> <li>● BAJR</li> <li>● PANDA meme page</li> <li>● <a href="#">Opportunities in Archaeology: Careers Advice – Heritage Resources Portal (archaeologyscotland.org.uk)</a></li> <li>● Past Horizons</li> <li>● CBA Playlist for EC SIG Conference</li> <li>● Chloe Duckworth Spotify playlist</li> <li>● <a href="https://archaeology.co.uk/category/advice/careers-in-archaeology">https://archaeology.co.uk/category/advice/careers-in-archaeology</a></li> </ul>	
9.	<p><b>Social media update from GC about PMSIG and Carbon literacy polls</b></p> <p>CARBON LITERACY: Want to do it? 10 votes 91% interested <u>Weekdays</u> option 8 votes 62% <u>Weekends</u> 5 votes 38%  If weekday suits best - <u>morning</u> 3 votes 27% <u>afternoon</u> 3 votes 27% <u>evening</u> 5 votes 45%</p> <p>As of today, no PMSIG poll has yet been advertised online.</p> <p><b>Social media policy update from JE and SB</b></p> <p>Draft has been sent around to all members for comments.</p>	<p>SM Policy to be finalised</p> <p>Committee members to read policy between now and next meeting (late September)</p> <p>PMSIG poll to be advertised online</p>
10.	<p><b>AOB</b></p> <p>We will extend invite to CifA CEO to the October meeting.</p>	
11.	<p><b>Date of next committee meeting and future events</b></p> <p>The committee should confirm the next committee meeting date and general location and inform the group's Coordinator.</p>	