

24 September 2024 7pm

Zoom

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

**Present:** TL, JE, KS, CB (CifA), R O'T, GD, SJB, SP

Agenda Point		Action (Initials)
1.	<b>Apologies</b> EM	
2.	<b>Minutes of the Previous Meeting</b> Minutes are approved.	
3.	<b>Welcome new members!</b> KS has invited new members to the Drive.  Welcome new members, it is lovely to meet you all!	Could new members send a photo and a short bio of themselves to SS for our social media and blog.
4.	<b>Any redistribution of tasks/ role of advisors</b> Handover to Rosie from SS and TL about social media.  EC SIG has a gmail account which we receive emails, questions, queries about our work and possible collaborations.  New blog updates about membership and 2024 conference - SB has added this to drive.  Advisors have been contacted via SS, only Mike and Megan have replied and are keen to continue their advisor role with more info and what that means for them and us. New guidelines have been drawn up by the CifA Board about their role and whether we re-elect them. TL and KS suggest flexibility but also a give and take. JE highlights that having mid-career people was incredibly useful as mentors. Could we have a meeting every few months and invite advisors to that with a specific agenda? SP raises point about new committee members meeting the advisors and getting a feel for them as they haven't meet these individuals yet.  SB/CB - change of role from treasurer to vice-chair. Potential change to treasurer role and whether it should switch to vice-chair (pressure off Chair). SB is happy to take on role as her PhD is finishing. Treasurers from different	SS/ TL to arrange a meeting with R O'T.  KS to pass on email and password to someone to check emails on a weekly basis and send on emails.  SS to feedback about replies of the advisor and send a doodle poll around for meeting with advisors.  New treasurer role changing to vice-chair

	groups have been happy to do it. CB keen to highlight you should do the role according to your own skills and abilities (no need to delegate if needs be!)	
5.	<b>New Business Plan</b> Lots of positive feedback from Business Plan - will be on Drive for extra updates.	SS to send new copy of BP on our ClfA webpage for CB
6.	<b>EC SIG Definition</b> Committee discussed previous definition of early career and agreed it needed reframing. Committee are to research how other Institutes and representative groups identify early career and feedback at next meeting.	
7.	<b>Social Media Policy</b> Desire to implement as soon as possible. SB provided quick overview of the policy. Draft has been created by JE/SB, may need additional edits following Pen's recent email. awareness of being an active bystander, what we do as a group and individuals. Very good points from CB about negative social media interactions. Screenshots of poor behaviour to send to CB and AL, reference to raising issues with ClfA in our policy.	Need to specify role of advisor  Edits following Pen's comments  statement of dignity and respect - add to the Facebook/social media channels - comments will be reported
8.	<b>Project Managers SIG collaborative event</b> leave to next month's agenda	
9.	<b>Carbon Literacy</b> Alex (ClfA) has contacted HE about	
10.	<b>Innovation Festival</b> Sadly we have not had enough time to put something together for the festival.	Keep promoting the student showcase, new committee changes etc -
11.	<b>Blog</b> Blog has taken a bit of a backseat lately, it does have guidelines now.  New blog updates about membership and 2024 conference - SB has added this to drive.	R O'T and TL to do a swap over of blog stuff, and have it incorporated as part of the communications  2024 Conference and new membership article is key.
12.	<b>Finding a Mentor register- SS</b> leave to next month's agenda	
13.	<b>Employability Event ideas- SB</b> leave to next month's agenda	
14.	<b>November meeting in person! (?)</b> York as potential location with November accessible location	Put forward a proposal for train expenses for a meet up. SS to arrange a doodle poll for meet up with a range of locations

15.	<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> <p>Switch to Teams for new meetings. New members to be added to WhatsApp chat.</p> <p>TAG December attendees - at least 5 committee members</p>	
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Current advisors for the EC SIG - Jo Kirton (CBA), Claire Corkill (CBA), Phil Pollard (Historic England), Michael D'Aprix (CIfA, PhD student at UCL), Megan Schlanker (PhD student at the University of Lincoln)

[The 5 Stages of a Typical Career—Where Are You? | FlexJobs](#) Article shared by TL about exploration and establishment phases of early careers.

[What is your definition of an Early Career Archaeologist? When am I no longer an ECA? – Early Career Archaeologists \(ecarchaeologists.com\)](#) Article shared by JE