

**CifA Graphics Archaeology Group**  
 Saturday 11 November 2023, 10.30 – 12.00.  
 AGM conducted via Microsoft Teams.

**AGM Minutes**

**Present:** Amy Wright, Hannah Kennedy, Joao Saldanha, Jonathan Millar, Lesley Collett, Li Sou, Marion Devigne, Mark Hoyle, Sofia de Leon and Steve Allen.

**Apologies:** Aisling Nash and Thomas Small.

1.	<p><b>Welcome and Introductions (AW)</b></p> <hr/> <p>Attendees are informed that the meeting is being recorded to aid <b>AW</b> and <b>MD</b> with the minutes. Everyone introduces themselves and <b>AW</b> sets out the meeting agenda.</p>
2.	<p><b>Overview of Last Year (AW)</b></p> <ul style="list-style-type: none"> <li>- Seven committee meetings have been held since our last AGM (<b>11/06/2022</b>).</li> <li>- Two new committee members were elected at our last AGM (<b>JM</b> and <b>MD</b>) and another co-opted since (<b>MH</b>). This means we have exceeded our goal of recruiting one new member to the committee each year, as set out in our three-year plan.</li> <li>- Earlier this year, we sent out a survey to our Facebook group, receiving 35 responses, and an overview of the results is given. We can use these results as a guide for further events over the next year.             <ul style="list-style-type: none"> <li>- 49% respondents were CifA members; 51% were Facebook group members only.</li> <li>- 51% worked in archaeology (fieldwork or other specialisms); 26% worked in illustration and design; 11% worked in geomatics/survey; 12% other.</li> <li>- 71% were in full- or part-time employment; 23% were freelance; 6% other.</li> <li>- 11.4% had worked in the profession for less than 2 years; 17.1% for 2-5 years; 31.4% for 5-15 years; and 40% for 15+ years.</li> <li>- Most respondents found the GAG Facebook group useful for engagement with fellow practitioners, seeing other members' work, and advice and help on technical issues.</li> <li>- When asked what would entice people to join GAG, the most popular responses were more technical information, more CPD events, and more portfolio assessment and advice.</li> <li>- Respondents were most interested in CDP relating to archaeological illustration, GIS, reconstruction, and 3D graphics, and most respondents (77%) said that they would prefer online workshops.</li> </ul> </li> <li>- New group email address (graphicsarchaeologygroup@gmail.com) is now in use – anyone who finds an instance of the previous address used online to inform <b>AW</b> so that this can be updated!</li> <li>- <b>Lesley Collett's</b> article 'The Profession: Getting Started as a Freelance Illustrator' is now on GAG website: <a href="http://www.gag-cifa.org/?page_id=1311">http://www.gag-cifa.org/?page_id=1311</a></li> </ul>

3.	<p><b>Treasurer's Report (JM)</b></p> <ul style="list-style-type: none"> <li>- £10 income from non-ClfA member subscribers to the group.</li> <li>- £0 expenses as all meetings were held online.</li> <li>- New budget to be discussed and submitted in January 2024.</li> </ul>
4.	<p><b>Nominations and election of new committee members</b></p> <ul style="list-style-type: none"> <li>- <b>Hannah Kennedy</b> is nominated for the position of chair by <b>Li Sou</b>, seconded by <b>Amy Wright</b>. She is elected as chair.</li> <li>- <b>Mark Hoyle</b> (previously co-opted to the committee) is nominated for the position of ordinary committee member by <b>Amy Wright</b>, seconded by <b>Jonathan Millar</b>. All members vote in favour, Mark is now a member of the GAG committee.</li> <li>- <b>Joao Saldanha</b> has been nominated for the position of ordinary committee member by <b>Amy Wright</b>, seconded by <b>Jonathan Millar</b>. Due to technical problems with Joao's microphone, we will wait until the next committee meeting to confirm Joao's place on the committee!</li> <li>- Current committee: Hannah Kennedy (Chair), Amy Wright (Secretary), Jonathan Millar (Treasurer), Lesley Collett, Mark Hoyle, Marion Devigne, Tom Small and Aisling Nash.</li> <li>- Although committees are limited to 9 members (3 officers and 6 ordinary committee members) others may be co-opted to the committee to help with particular projects or provide advice.</li> </ul>
5.	<p><b>Plans for the coming year</b></p> <p><b>Standards and Guidance</b> GAG submitted a draft to ClfA in February 2023 and we are waiting to hear back from them. Our next step is to send the document to our membership for consultation. <b>HK</b> suggests adding this to our next agenda.</p> <p><b>Portfolio advice sessions</b></p> <ul style="list-style-type: none"> <li>- Committee suggests offering portfolio advice and feedback to our members. This would not be part of the official accreditation process but would help people ahead of submitting their applications for accreditation – this has been discussed in committee previous meetings.</li> <li>- <b>HK</b> approves this type of mentorship and suggests creating a guide on how to create a portfolio so that advice is given beforehand rather than retrospectively. We would need to get clarification with <b>Liane Birney</b> about specific portfolio criteria for accreditation.</li> <li>- A guide on portfolio creation may be something that we can upload to the website to be used more widely by those starting out in the profession.</li> </ul>

	<p><b>Planning of a series of talks</b></p> <ul style="list-style-type: none"> <li>- <b>MH</b> is in contact with potential speakers to talk about their experience with archaeological reconstruction (hand-drawn and digital).</li> <li>- <b>HK</b> suggests training for finds illustrations and finds photography.</li> <li>- <b>LS</b> suggests offering these workshops for non-members as well (possibly with a small charge) to increase skills across the sector, for example at university level.</li> <li>- <b>LS</b> has delivered photography training and has written guidance for her colleagues; there's a possibility that we could signpost towards this existing guidance.</li> <li>- <b>HK</b> suggests recording the workshops as an online training resource and possibly talking with CifA about hosting the recordings on their website behind the password-wall so that they are only accessible to members. This would ensure that the work of those who give the workshops isn't freely available.</li> </ul>
	<p><b>Future CifA conferences</b></p> <ul style="list-style-type: none"> <li>- <b>LS</b> mentions the exhibition organised by GAG for a previous CifA conference – this is a good way for people to see the work of group members. Previously, we hired a screen and asked members to submit work digitally. This is something that could be included in our upcoming budget.</li> <li>- Discussion about being present in person during future CifA conferences to represent GAG, answer questions and present some of our members' works.</li> <li>- Proposal deadline for the next CifA conference has already passed – <b>HK</b> to email CifA about whether it is still possible for us to organise something.</li> </ul>
	<p><b>Updating GAG Website</b></p> <ul style="list-style-type: none"> <li>- <b>AW</b> to be emailed with new graphics or texts, for anyone wanting to be featured on the GAG website. This information can be relayed in our next bulletin.</li> </ul>
	<p>We're due to review our 1 Year Plan at the next committee meeting and the discussion above will be used to inform this.</p>
6.	<p><b>Setting up future meetings</b></p>
	<p>Next committee meeting: <b>Thursday 30 November 2023</b>, <b>AW</b> will send the link. Provisional date for our next AGM: <b>Saturday 2 November 2024</b> – 10:30 am (online).</p>