

**CifA Graphics Archaeology Group**

Thursday 20 July 2023, 7.30 – 8pm.  
Meeting conducted via Google Meet.

**Minutes**

**Present:** Amy Wright, Jonathan Millar, Lesley Collett and Mark Hoyle.

**Apologies:** Aisling Nash, Marion Devigne, and Thomas Small.

<b>1.</b>	<b>New Committee Member</b>	<b>Action</b>
	For this meeting, we are joined by Mark Hoyle, who is interested in becoming a member of the committee. Introductions are made and Mark is co-opted as a committee member. Welcome to the team Mark!  <b>AW</b> to give <b>MH</b> access to our GoogleDrive folder, ask <b>MK</b> to add <b>MH</b> to the GAG page on the CifA website, and add <b>MH</b> to the GAG website.	<b>AW</b>
<b>2.</b>	<b>Previous Minutes</b>	
	No amendments to be made to previous minutes. <b>AW</b> to upload to GoogleDrive.  Actions carried over from previous minutes:  <b>AW</b> to follow up on our Standard for Illustration with Hannah Kennedy, our previous chairperson, to see if there are any updates.	<b>AW</b>  <b>AW</b>
<b>3.</b>	<b>Freelancing Article</b>	
	<b>LC</b> has updating the costings on her freelancing article and this is now ready to be published on the GAG website. This should be formatted in the same way as our 'Getting started...' pages and will sit under the section of the website titled 'Our Profession'. <b>AW</b> to upload and contact <b>MK</b> about a bulletin to go out to members with a link.	<b>AW</b>
<b>4.</b>	<b>Advisory Council Meeting, 21<sup>st</sup> July 2023</b>	
	<b>JM</b> to attend the Advisory Council Meeting on 21 <sup>st</sup> July and provide update to the rest of the committee. <b>JM</b> provides link to the Groups Toolkit, which was mentioned in an email from Lianne Birney and can be viewed when logged into the CifA website: <a href="#">Groups toolkit   Chartered Institute for Archaeologists</a>	<b>JM</b>
<b>5.</b>	<b>Facebook Updates</b>	
	A member of our Facebook group has requested that their ban is lifted so that they can access the page again. The committee decides to lift the ban and monitor the situation moving forwards. <b>AW</b> to remove ban on Facebook group.	<b>AW</b>
<b>6.</b>	<b>Portfolio Advice Sessions</b>	
	It is decided that further discussion of our CPD sessions will be postponed to allow us to concentrate on organising our portfolio advice sessions. As <b>LC</b> and <b>MK</b> observe, we will be	

	<p>able to use the portfolio sessions to identify areas where training is needed and organise CPD events accordingly.</p> <p>A GoogleDoc has been created to aid planning which is editable by all committee members.</p> <p>A list of 7 potential advisors has been created: Laura Templeton, Steve Allen, Jonski Millar, Lesley Collett, Mark Hoyle, Hannah Kennedy, and Thomas Small. Those who are not on the committee will need to be contacted to find out if they're willing to take part!</p> <p>Feedback will be offered to members of all levels.</p> <p>A digital portfolio of 10 – 15 images which includes a paragraph of contextual information about image use, production etc. per image will need to be provided in advance of the advice session. This can then be circulated to our pool of advisors, who will compile feedback in one document. A 45 minute face-to-face meeting with one of our advisors will then be given alongside written feedback, with the option of written feedback only for those who don't want to meet face-to-face.</p> <p>These sessions will be advertised on Facebook but will be available to members only.</p>	
<b>7.</b>	<b>AGM</b>	
	<p>Our AGM will be held in either October or November, with a date to be set before our next committee meeting. <b>AW</b> to contact committee about dates, <b>MH</b> to contact Mikko Kriek about giving a talk.</p>	<b>AW, MH</b>