

**CfA Graphics Archaeology Group**

Wednesday 20<sup>th</sup> March 2024, 7.30 – 9pm.

Meeting conducted via Google Meet.

**Minutes**

**Present:** Amy Wright (AW), Hannah Kennedy (HK), Jonathan Millar (JM), Lesley Collett (LC), Marion Devigne (MD), Mark Hoyle (MH), and Thomas Small (TS).

**Apologies:** Aisling Nash.

1.	Review of actions and minutes from previous meeting	Action
	<p>Specialist Competence Matrix: we have let <b>LiB</b> know that no alterations are needed at this time. <b>HK</b> has several colleagues who are in the process of accreditation, and this will be a good test of how well the SCM works in practice.</p> <p>Standards and Guidance: <b>HK</b> has contacted <b>JPW</b> to follow up on a previous email about Standards. To move forwards we will need to organise a meeting with <b>JPW</b>, but this is unlikely to happen in the next couple of months as CfA staff are currently busy with accreditations/conference preparation. <b>HK to set up a meeting with JPW to see how things can proceed.</b></p> <p>Organising exhibition/sessions at the CfA conference in April: this will be deferred until next year, as it has been hard to see how to connect illustration with this year's sessions.</p>	<p><b>HK</b></p>
2.	<p><b>Updating our 3-year plan</b></p>	
	<p>Our 3-year plan is now up-to-date covering our objectives for 2024 to 2027, and is available to committee members on the GAG GoogleDrive.</p> <p>Objectives discussed in greater detail were:</p> <ul style="list-style-type: none"> <li>• Delivering a CPD event: <b>MH</b> has contacted potential speakers, but we will need to wait until the new financial year for confirmation. Grahame Sumner is interested but would rather do a talk in person – this is something we can include in our budget. Bob Marshall has already agreed to give a talk with English Heritage and we may be able to link to this in some way. <b>MH to update the committee when further information available.</b></li> <li>• Reviewing and updating guidance on website: 'The Illustration of Excavated Window Glass: Suggestions for Methods and Materials' is selected for this year; this piece of guidance is something <b>LC</b> has already been considering for review. We may need to get in contact with the original authors as a courtesy, potentially inviting them to participate or review. <b>HK</b> suggests that we now include a section on photography in guidance documents.</li> </ul> <p><b>As a committee we can apply for budget to pay contributors – HK to raise this JPW. HK to organise an initial meeting for any interested committee members to strategize method for reviewing this guidance.</b></p>	<p><b>MH</b></p> <p><b>HK</b> <b>HK</b></p>

	<ul style="list-style-type: none"> <li>• ‘10 things illustrators wish specialists knew’: this article was suggested at a previous AGM, based on the article ‘10 things illustrators wish diggers knew’. This may involve contacting the Finds Group Committee and other relevant specialists.</li> </ul>	
<b>3.</b>	<b>Portfolio Advice Sessions</b>	
	<p>These advice sessions are aimed specifically at individuals applying for CifA validation. <b>HK</b> suggests that a first step should be to create a document on this subject that we can upload to the website. <b>HK to create this document and share with the committee, with the aim of having it uploaded to our website before our next meeting.</b></p>	<b>HK</b>
<b>4.</b>	<b>GAG Website</b>	
	<p>Our website is currently hosted through a very old version of WordPress and needs to be updated so that content is not lost and accessibility is improved. The easiest way forward will be to rebuild the website either using a newer version of WordPress or Squarespace. Squarespace is recommended by <b>MH</b>, who uses this platform.</p> <p>Updating the website could be the responsibility of a smaller working group. The first step is to find out who is currently paying for our domain – <b>MD to email CifA to find out whether they are paying for our domain hosting and letting them know that we wish to update our website for accessibility reasons.</b></p>	<b>MD</b>
<b>5.</b>	<b>Advisory Council</b>	
	<p><b>JM</b> has received the meeting dates for 2024 but can’t attend on the 3<sup>rd</sup> July, if we can find a volunteer to go in his stead. <b>Any committee member interested in attending this meeting to let JM know ASAP.</b></p>	<b>All</b>
<b>6.</b>	<b>Facebook Group</b>	
	<p>The settings of our Facebook group have been changed by <b>LC</b> so that new members must request entry and initial posts must be approved. This is to stop the increasing number of adverts that were appearing on the page. We would like to make this page more active with more regular posts and polls. The header also needs replacing. <b>HK</b> recommends including more photos and fewer links in posts as this will increase their visibility through Facebook’s algorithm. A social media content strategy will be created in our next meeting, all committee members are welcome to post in the meantime.</p>	
<b>7.</b>	<b>Re-election of committee members</b>	
	<p><b>AW</b> will finish her term as secretary at the next AGM (Nov). This role will need to be filled.</p> <p><b>TS</b> is due for re-election and is co-opted until official re-election can take place.</p>	
<b>8.</b>	<b>AOB and date of next meeting</b>	
	<p>A provisional date of Tuesday 4<sup>th</sup> June is agreed for our next meeting – <b>AW</b> to follow up.</p>	<b>AW</b>