

**Marine Archaeology Special Interest Group**

Thursday 29 February, 12:00 BST

Zoom, Online

**AGM Meeting Minutes**

**Present:** Rob Lennox (RL, ClfA), Jen Parker Wooding (JPW, ClfA), Alex Llewellyn (AL, ClfA), Stephanie Said (SS, Secretary), Alison James (AJ, treasurer), Christian Dalton (CMD, ocm), Hefin Meara (HM, ocm), Claudette Day (ocm), Victoria Boothby (advisor), 15 other MASIG members

Agenda Point	Action (Initials)
<b>Competition Law Compliance:</b> <a href="#">Competition law statement of compliance v1.1.pdf (archaeologists.net)</a>	<b>ALL to read prior to meeting</b>
<b>1. Apologies for absence</b> George Stewart-Phillips (GSP, ocm) Mark James (MJ, Chair)  MJ was unable to attend and therefore HM chaired the meeting.	
<b>2. Minutes of last AGM and matters arising</b> Accepted without change from last AGM.  Colin Forrestal (CF) requested for this to be circulated again. Available on ClfA website: <a href="https://www.archaeologists.net/sites/default/files/MASIG%202022%20AGM%20minutes.pdf">https://www.archaeologists.net/sites/default/files/MASIG%202022%20AGM%20minutes.pdf</a>	
<b>3. Chair's Welcome and AGM Report</b> <ul style="list-style-type: none"> <li>• Thank you all for attending. Quick meeting to elect new members and confirm existing ones in place.</li> <li>• Run through updates on tasks that were set up in previous years and some others that we would like to get going for this year.</li> </ul>	
<b>4. Secretary's Report</b>  Last committee meeting was held in October 2022 as a Team Meeting. This meeting was open to other group members. Since then, we had two further committee meetings – the one in March was Marks first meeting as Chair of the committee and we ironed out our three-year plan, went through the key tasks for the coming year and discussed some issues.  MASIG member numbers, as of September 2023 we have a total of 406 members consisting of: <ul style="list-style-type: none"> <li>• Member ClfA 148, Associate ClfA 77, Practitioner ClfA 117, Affiliate 39, Student 24, 1 SIG member.</li> <li>• In 2022 members totalled to 370. Marked difference in Practitioner group.</li> </ul>	

<p>5.</p>	<p><b>Treasurer’s Report</b></p> <p>Nothing to add - no money was spent.</p>	
<p>6.</p>	<p><b>Elections to Group Committee and Advisory Council Representative</b></p> <p>Current committee members:</p> <ul style="list-style-type: none"> <li>• Mark James (Chair - end date 20/10/2025 (first term))</li> <li>• Stephanie Said (Secretary – end date 03/07/2025 (second term))</li> <li>• Alison James (Treasurer - end date 03/07/2025 (second term))</li> <li>• Hefin Maera (OCM - end date 03/07/2025 (second term))</li> <li>• George Stewart-Philips (OCM – end date 17/06/2026 (second term))</li> <li>• Christian Dalton (OCM - end date 20/10/2025 (first term))</li> <li>• Claudette Day (OCM - end date 20/10/2025 (first term))</li> <li>• Victoria Boothby (advisor)</li> </ul> <p>Position open for nomination:</p> <ul style="list-style-type: none"> <li>• Two ordinary committee members</li> </ul> <p>One nomination - Lauren Tidbury (LT)- approved as OCM Other positions confirmed within the committee. Terry Newman (TN) was approved as other OCM</p> <p>Advisory Council Representative SS will start attending these (next meeting is 16/05/2024)</p>	
<p>7.</p>	<p><b>Progress against MASIG tasks</b></p> <ul style="list-style-type: none"> <li>• Keeping track of consultations and consultation responses</li> </ul> <p>RL provided us with an update:</p> <ul style="list-style-type: none"> <li>- Open consultation from HES on Managing Change – Underwater Heritage guidance document (closing 5/03/2024). RL sent committee requesting for any feedback on this – no response received. Therefore, not planning on submitting a response, unless there is something we should be commenting on. RL to send a reminder on this.</li> <li>- Shortly be producing a draft report on the November PWA event PWA, this will be circulated around.</li> <li>- Useful meeting with the Heritage Minister and reps of other government departments (meeting on 27 February), revolving around the ratification of the 2001 UNECSO convention and range of other issues, incl. cross-government policy on managing wreck sites. Cifa will be meeting with the Heritage Minister again to discuss the PWA recommendations.</li> <li>- Opportunity to feed into a National Grid expert external advisory committee, looking at a range of specialisms. Opportunity to provide archaeological advice for the installation of these cables. RL will pick up on this with the committee in the near future.</li> </ul>	

LT – referred to a consultation being undertaken on the ratification of the 2003 UNESCO convention on intangible cultural heritage – closing date 29/02/2024 – link circulated on Zoom chat.

RL – CifA already put a response on this. Happy to circulate the response submitted.

- Social media

CMD/AJ/CD lead on this (social media working group). Presence on Facebook and twitter.

HM – reminder to get in touch with CMD if they wish to have anything circulated.

CF (Research Impact Group) – looking at Knowledge Hub which is used for all CifA groups. RIG group are looking at whether they could invite their group members to have a discussion with committee on certain topics – would this be useful for MASIG? Way of engaging with the group members.

HM – good idea. Something to get set up for MASIG, which will support some of our tasks listed below.

CF – speak to Len Branson at HE for support on this.

AJ – uses this platform on another project so can help set up with this.

- Newsletters and feeding into other publications

‘Madhumathy Chandrasekaran’(MC) – Zoom Chat:

Hello, this is my first time attending this meeting. Thank you for the invite. I was wondering if there have been or will be discussions on capacity building in maritime archaeology?

Apologies if this is a tangential question.

HM – there is quite a bit of work to be done on this. AJ and HM had some conversions about what HE can do / take this forward. Working to build funding for internships/ apprenticeships / opportunities in existing projects. Some hosted at MSDS through the recent 50<sup>th</sup> anniversary PWA project.

AJ – last year as part of our events MSDS hosted 3 paid internships – provide valuable experience in a work setting. Already hosted 3 kick-start placement which HE was a gateway for. These are required to get new people into the sector and train them up.

HM - Upcoming opportunity for placement this summer undertaking geophysical survey out on HMS Colossus on the Isles of Scilly. Still a lot to do and standing item on agenda.

- Stand-alone events/practical sessions

Discussed in Section 8.

- Liaison with HE, future of profession

Nothing to report.

- Collection of materials/photographs for promotional materials (image bank)

To store this on the KnowledgeHub.

- Collate list of available guidance and keep this maintained

To store this on the KnowledgeHub.

**HM to set up**

	<ul style="list-style-type: none"> <li>• Liaison with Cifa Nothing to report.</li> <li>• Role on Advisory Council Nothing to report.</li> <li>• Validation committee <a href="https://www.archaeologists.net/organisation/committees">https://www.archaeologists.net/organisation/committees</a> VB supports the approvals. Nothing to report on.</li> <li>• JNAPC representation <a href="http://www.jnapc.org.uk/">http://www.jnapc.org.uk/</a> New rep required to attend this as Paolo Croce has stepped down. AJ and LT attend these as part of their company role. Therefore, this can share between them.</li> <li>• Association of Local Government Archaeological Officers representative Nothing to report on (VC).</li> </ul>	
<p><b>8.</b></p>	<p><b>Key group tasks for coming year and three-year plan</b></p> <ul style="list-style-type: none"> <li>• RoW Capacity HM – engagement with RoW and lack of capacity – been on agenda for a while and since role changed. Currently Receiver is Stephen Wright. On behalf of HE they met up and also Stephen attended the shipwreck conference. Seems proactive and keen to move things forward. To keep as a task but move down in priority.</li> <li>• Review S&amp;G for nautical archaeological recording and reconstruction 2014. JPW – have on the agenda for future meeting. Cifa have been updating some of these documents – relaunch of the fieldwork guidance, following the new structure with a more universal approach. Ongoing project and moving on to updating other documents. To discuss with committee in future. HM - asked if anyone else would be interested/involved in this. CF and TN happy to support this. CF - are doing a review as part of RIG committee, so they can keep in mind the marine section.</li> <li>• Mentoring new starters/ new graduates HM – this came up in previous AGM but was not taken forward. AJ – a suggestion from CDM – discussion on mentoring group for women which was fine as this dealt with women in archaeology and heritage but does not cover everyone else. CMD – correct, not been picked up since. However, with through our social media platforms would be perfect output for this. SS – we had thought of incorporating some questions in a survey we were setting up to see gaps in the industry/what members wanted out of MASIG/ key skills/demographics. HM – we need to dig out the survey/questionnaire and send out. AJ/HM. AL - to share example to keep consistency on issuing survey.</li> </ul>	<p><b>JPW</b></p> <p><b>HM/AJ to distribute survey/questionnaire AL to send this to HM/AJ</b></p>

	<ul style="list-style-type: none"> <li>MASIG attendance at CIFA conference (24 &amp; 25 April 2024, Chester). Should we have a stand?</li> </ul> <p>HM asking who is attending and whether there is space for a MASIG stand. HM is attending and can represent MASIG. Cifa (AL) to check if there is space for us. AJ is attending for one day as Heritage Crime but can help out. TN is also attending. Jasmin Folland (Atkins), attending for the two days as part of Environmental Agency. Touch base with MASIG for tips on attending.</p> <ul style="list-style-type: none"> <li>HE would like to invite MASIG to take part in a session to discuss marine data, in order to inform the development of HE's new marine record.</li> </ul> <p>HM – at HE we are working on the redeveloping of our national marine heritage record. Currently being re-built in ARCHIS software. Undertook several external consultations back in 2019. HE would like to organise a session – go over what we've gotten up to and request for feedback. Looking for interested parties, withing the committee and out into the sector. AJ, VB, Julie Satchell would like to be part of this.</p>	<p><b>HM to send available dates</b></p>
<p>9. <b>AOB</b></p>	<p>AL – referred to the comment in the chat about Capacity Building in maritime archaeology. HM - as mentioned above, funding opportunities available by HE. MC – revisiting the question. Would like to understand what the UK has done so far on this. HM – lots of work to do on this, aware of the lack of trained staff available and lack of job opportunities. VB – open conversation happening frequently to undertake skills training. Build capacity in our industry. Supporting placements within academic sphere. CF – suggest the early careers specialist interest group. Undertake a lot of work promote those coming into the industry. Useful contact. AJ – follow on from what VC said, lots of people coming in but lack the skill set. Think that universities are not providing skill sets that are required. MASIG could have that conversation, between industry and university (sounding board). VB – consultancy is very different from the world of “diving wrecks”. They support the placement module with Uni of Southampton. Had no interest from marine candidates – more from terrestrial candidates. Lack of intertest in consultancy. Maybe we need to do a bit more promotion on career options. HM – scope for MASIG to do a career/pathway on this - Cifa provide a direction on this, e.g. people profile. AJ – could provide short videos of members and what they do on a day to day basis. Something more engaging.</p> <p>MC – question to employers ‘potential candidates not having the right skills as en employer’ can you provide a few. AJ - shortage in marine geoarchaeologist and geophysicists. Requirement to have existing software skills, and able to interpret the data. Staff doing these degrees outside of maritime archaeology do not come into the sector due to limited pay.</p> <p>LT – same issues and do not have capacity to do the training in house with some projects.</p>	<p><b>MASIG to collate</b></p>

	<p>Julie Satchell – we regularly had professional placements through Uni of Southampton. More positive experience than MSDS. Discussion going on for decades across archaeology regarding skills gaps.</p> <p>Jasmine Folland (Atkins) with regards to offshore wind farm/cable projects feels like there is a silo attitude and do not appreciate the archaeological requirements and only realise later on. Anything we are doing to reach out to these consultancies/Geotech teams, via awareness / training etc. – Lack of this causes issues further down the line with limited time to pull together programme of works.</p> <p>VB – sounds like something we need to support an external forum working in the industry.</p> <p>RL – potential opportunity for a future MASIG run event - lunchtime CPD session that will feed into this.</p> <p>CMD – original suggestion for mentoring new starters/graduates which feedback on career path guidance.</p> <p>HM – there is a clear appetite for this sort of information going forward. Its great to see others contribute and new faces in these meetings.</p>	<p><b>MASIG to add as task list</b></p>
<p><b>10</b></p>	<p><b>Date of the next committee meeting, and future events</b> Next meeting to be scheduled for <b>Tuesday 14<sup>th</sup> May at 11:00 – 13:00</b></p>	<p><b>Meeting to occur every 3 months / SS to issue calendar reminder</b></p>