

PMSIG Committee Meeting

3rd April 2024 13:30-14:00
MS Teams

Agenda

1. Apologies

Alistair Barclay, Catherine Cavanagh

2. Attendees

Charlie Willis (Chair), Sarah Hannon-Bland (Secretary), Gill King (Treasurer), Ailsa Westgarth,
Zoe Richardson, Ed Hawkins

3. ClfA Statement on Competition Law and ClfA Dignity & Respect Statement (Reminder)

4. Matters Arising

a. Introductions

- N/A

b. Newsletter, Spring Edition

- Themes for the Spring, Summer and Autumn 2024 editions were discussed. Charlie noted this was planned to increase engagement with the membership, and we could add a contact for project managers to speak to us, if they wanted to anonymously speak with ClfA about issues.
- Spring 2024 to be based around green energy solutions and natural environment. **ACTIONS** - **Zoe** to lead and provide a piece on peatlands
Charlie to provide a piece on solar farm development
Sarah to provide a piece on wind energy planning
- Summer 2024 to be based around infrastructure.
ACTIONS – **Zoe** to lead and provide a piece on infrastructure archaeology projects
Alistair to provide a piece on finds on these projects
Gill – to send in piece about Auroch discovery, following talk
- Autumn 2024 to be based around working with designated assets
ACTION – **Ed** to lead and provide a piece on Shorncliffe Garrison. Other contributions TBC.

c. ClfA Knowledge Hub

- Charlie recommended that the group set up an account to see if we would use it, potential for it to be used for communication instead of email, but noted it was only being trialled by ClfA for a year, so may be limited.

Charlie asked if everyone could have a look at the hub and feedback at the next committee meeting. **ACTION – All**

d. ClfA Minima Discussions & EGM

- Brief update from Advisory Council discussions. Input from all about how the ClfA minima news was received and how the decision is being viewed by the membership (and non-members in fieldwork). If anyone from PMSIG is going to attend the EGM on 9th April, to feedback to PMSIG at next meeting. **ACTION – ALL** (who attend the EGM)

e. Check in on Committee Role Handover

- Alistair sent in a message that we still need to submit a budget and there may be some questions to answer. **ACTION – Alistair and Gill** to complete handover and discuss budget for 2024/25
- Charlie/Sarah secretary handover complete.

f. Project Management Resource List

- Ed feedback that he had found a useful book (as a non-shareable PDF file) which covers archaeology and project management and had helpful chapters from different authors. Charlie suggested that a chapter could be summarised for each newsletter. **ACTION – ED** to look into legal issue of sharing the book, check this with Gill and the feasibility of providing a chapter review per newsletter. To send the link round to PMSIG committee, if permitted.

5. AOB

- New meetings to be set up in diaries from May 2024 onwards. All agreed Wednesday lunchtimes still suitable. **ACTION – Sarah** to set up new invites.

6. Discussion points for next meeting

- a. To catch up on the action points from this meeting 03.04.2024
- b. Any other discussion points, please let Sarah know.