**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS**

**EQUALITY AND DIVERSITY GROUP**

**AGENDA – ANNUAL GENERAL MEETING 2018**

Monday 5th March 2017, 1030 – 1300

**Historic England, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA**

***(Tea and coffee will be available from 1030; the meeting will formally commence at 1100, and will conclude no later than 1300)***

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**Teleconference details**

Please be in a quiet location and have good reception if on mobile phone. Participants should phone 0800 3589 490 (freephone), and then when instructed enter Participant PIN 50074253

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1. **Apologies for absence and confirmation of quoracy**
2. **Approval of the minutes of the 2017 AGM** [Attachment]
3. **Chair’s Report**
   1. Yearly focus
   2. Current committee
4. **Secretary’s Report**
5. **Treasurer’s Report** [Attachment]
6. **Comms Report**
7. **Activities/CPD Update**
   1. CIfA Conference 2018
   2. Training event
8. **Election of new committee members**
9. **Any other business**
10. **Date of next meeting**