**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS**

**EQUALITY AND DIVERSITY GROUP**

**AGENDA – ANNUAL GENERAL MEETING 2019**

Thursday 25th April 2019, 1.10-1.50

**Hall A, Royal Armouries, Leeds**

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| **NO** | **AGENDA ITEM** | **ACTIONS** |
| **1** | **Apologies for absence and confirmation of quoracy**  **In person:** Hannah Cobb [chair]; Jim Brightman (treasurer), Emily Plunkett, Emily Taylor, Jen Brewer, Will Rathouse, Penny Foreman, Anna Welch, Linda Monkton, Laura Hampden, Brian Kerr, Theresa O’Mahony, Cat Hopwood Lewis, Helen Johnstone  **Apologies for absence:** Joe Flatman, Kevin Wooldridge |  |
| **2** | **Approval of the minutes of the 2018 AGM**  See previously circulated attachment.  Amendments required to date of minutes and Penny’s surname.  HC introduced some of the events and achievements in the previous year’s minutes as a way of welcoming the members who did not normally attend meetings.  ET previous action to set up links with Stonewall – contacted but had no response and didn’t follow up. KHL noted that the org has an index of Organisations and ratings relating to how LGBT+ friendly and supportive that organisation is.  Commenting on guidance for disabled access/working with enabled archaeologists (CIfA-related)? Working document on online/written accessibility also stalled. Suggested that there is a meeting to deal with these things.  The minutes of the 2018 AGM were unanimously approved subject to minor amendments above. | **ACTION: Amendments required to date of minutes and Penny’s surname.**  **ACTION PF to follow up but with support from all committee members.**  **ACTION EP, ET, HC Meeting to work on Guidance document on disability** |
| **3** | **Confirmation of Group Officers for 2019/20**  ***No elections necessary***   * Hannah Cobb – Chair * Joe Flatman – Secretary * Jim Brightman – Treasurer * Laura Hampden – Comms Lead * Penny Foreman – Comms (Twitter contact) * Emily Taylor * Alex Grassam – Mentoring Lead (New position agreed at AGM) * Cat Rees * Kevin Wooldridge   Linda Monckton (Head of Wellbeing and Inclusion Strategy at HE) takes over from Rosie Sherrington as our external advisor. |  |
| **4** | **Chair’s Report**  **[a] Yearly focus**  LH suggests leaving the decision till later 2019 so as to be responsive to issues current at the time. Short discussion on the current theme of decolonisation and the need to ensure that BAME organisations are fully included within the discussion and implementation of any events.  LM highlighted that HE and NLHF are looking at a theme of wellbeing for future events (unknown which year). Discussion of pros and cons of keying in with themes being deployed by larger organisations.  **[b] 6th July Meeting**  HC gave update on the 6th July Meeting and follow-up actions to the meeting over the last year, in particular noting the AC Working Party and Industry Working Group.  The AC Working Party Report is waiting on formal response from the Board following the 7th May meeting.  **[c] Forthcoming conference – Will be the subject of next committee meeting.**  LH raised the question of 1 or 2 days, which is an important decision based on the balance of cost and wanting to keep access as open as possible. Conversations with Elizabeth Durst (CIfA) had highlighted the model that the Archives SIG used as successful.  To’M flagged extant accessibility guidance and that live-streaming was straightforward based on recent experience of running an accessible conference.  LM flagged up Society of Antiquaries who may not charge for the venue and have the facilities to live-stream.  EP raised accessibility (physical) concerns to check for any alternative venue.  **[d] UB training – 10th September, HE, Cannon Street, London**  LH and HC to submit details to CIfA and further details to be circulated to the group and all CIfA members in due course.  **[e]archaeosexism**  Paye ta Truelle – the French equivalent of everyDIGsexism have created an exhibition to highlight sexism in Heritage practice. This was launched in Paris on International Women’s Day (8th Match), and is travelling to Montreal and Stanford Universities. They have asked if we might be able to support bringing it to the UK.  **[f] The chair directs the committee to the minutes from the last ordinary meeting for further actions that are ongoing throughout the year.** | **ACTION Put possible themes to the membership in September 2019.**  **ACTION: Committee to discuss in ordinary committee meetings** |
| **4** | **Secretary’s Report (JF)**  Group members (CIfA) = 360  Group members (non-CIfA) = 7 |  |
| **5** | **Treasurer’s Report (JB)**  We spent up almost all the budget for the previous year and have applied for the full amount for the current year to cover normal committee expenses.    Anticipating events funding applications for the conference and UB Training. AW highlighted that it’s better to get the application forms in sooner and with less detail, and then add to them later. | **ACTION JB to submit funding request forms for events ASAP** |
| **6** | **Comms Report (LH & PF)**  Very visible and live online during conference (Twitter).  Newsletter that we would like to get out to the membership subject to some additions and being sent to AW for circulation. | **ACTION LH to send finalised newsletter to AW for circulation to membership**  **PF and LH to talk and check division of labour for Comms priorities.** |
| **9** | **AOB** |  |
| **10** | **DONM**  22nd May 2019 (Committee Meeting) to be confirmed by JF |  |