**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS**

**EQUALITY AND DIVERSITY GROUP**

**MINUTES – ANNUAL GENERAL MEETING 2018**

Monday 5th March 2017, 1030 – 1300

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

*---*

|  |  |  |
| --- | --- | --- |
| **NO** | **ISSUE** | **ACTIONS** |
| **1** | **Apologies for absence and confirmation of quoracy**  **In person:** Hannah Cobb [chair]; Joe Flatman; Jim Brightman; Alex Grassam  **By phone:** Emily Taylor; Penny Coleman  **Apologies for absence:** Laura Hampden; Kevin Wooldridge; Cat Rees; Anna Welch (CIfA) | n/a |
| **2** | **Approval of the minutes of the 2017 AGM**  See previously circulated attachment.  The minutes of the 2017 AGM were unanimously approved | n/a |
| **3** | **Chair’s Report**  Special thanks to Jim Brightman for acting as interim chair during Hannah’s maternity leave across 2017.  [a] Yearly focus - Gender Equality in Archaeology, as part of the anniversary of the passing of the Representation of the People Act. Details of events below.  [b] CIfA Code of Conduct / Equal Opportunities Policy – following on from these changes, it has been suggested by ‘big’ CIfA that there be a themed launch event at the autumn CIfA AGM, and an article in a future edition of ‘The Archaeologist’.  [c] Current committee – after elections today (see confirmation below), this will comprise:   * Hannah Cobb – Chair * Joe Flatman – Secretary * Emily Taylor – Treasurer * Laura Hampden – Comms Lead * Penny Foreman – Comms (Twitter contact) * Jim Brightman * Alex Grassam * Cat Rees * Kevin Wooldridge   [d] CIfA’s response to Group’s feedback on Individual Chartership proposals – ours was the only group to proactively make comments to ‘big’ CIfA, with a follow-up meeting between CIfA and Hannah Cobb, Laura Hampden and Kate Geary (CIfA).  [e] Mental Health First Aid Training, Edinburgh, Feb 2017 – the Group co-organised this second such event with the CIfA Scottish Group. Further such events are being considered.  [f] TAG mental health and well-being session spin-off event – it has been suggested that we help curate a ‘best practice’ guidance document on this issue.  [g] Conference guidance - the Group is involved in TAG Deva (Chester) on the issue of diversity / representation, linked to wider sector issues (e.g. recent Current Archaeology conference).  [h] Advisory Council – neither Hannah Cobb nor Jim Brightman were able to attend the last meeting.  [i] Manel-gate Follow Up – there remain a long list of actions from the meeting on this with ‘big’ CIfA in October 2017.  [j] Profiling the Profession/Digging Diversity – it is suggested that we review our Group recruitment policy in the light of evidence from this work, as part of a larger review of our Group Action Plan (see DONM below).  It is also suggested that we propose to CIfA that in future such surveys they include non-binary definitions of genders.  [k] World Archaeology – Hannah Cobb is in discussion with World Archaeology journal as regards a possible special edition on equalities and diversity.  [l] CIfA Groups Forum – Laura Hampden attended on behalf of the Group. | [a] n/a  [b] Chair to follow-up with Alex Llewellyn of CIfA.  [c] n/a  [d] To note – Hannah has previously circulated separate notes from that meeting.  [e] Chair to report more in due course.  [f] Chair to circulate email for discussion / action by all.  [g] Penny Foreman to circulate email for discussion / action by all.  [h] Jim Brightman attending next meeting on 7 June.  [i] Chair to report more in due course.  [j] All to provide suggestions on equalities and diversity analysis / questions for the next round of this survey  [k] Chair to report more in due course.  [l] Laura Hampden to circulate email for discussion / action by all. |
| **4** | **Secretary’s Report**  The Group currently has 206 CIfA members; 6 other non-CIfA members. | n/a |
| **5** | **Treasurer’s Report**  See previously circulated attachment. | n/a |
| **6** | **Comms Report**  Twitter remains the Group’s main comms focus, with 652 followers and steady growth. We also maintain a Facebook presence, and will post more blogs online in due course. We need to revise our comms plan / policy as part of the Group Action Plan refresh. | All to consider contributing blog posts, especially stemming from the 2018 CIfA conference. |
| **7** | **Activities/CPD Update**  [a] CIfA Conference 2018 – there are two sessions involving our Group, [a] Jim / Laura’s (all participants confirmed, with live streaming on the Wednesday afternoon) and [b] Hannah / Emily’s (participants still being confirmed, Thursday afternoon)  [b] Training event – this is the postponed unconscious bias training that was going to occur alongside this AGM. It is now tbc in York, either in early July or October/November | [a] Joe Flatman to check with ‘big’ CIfA if the Group has a conference stand, and if so to organise a volunteers to staff it.  [b] Joe Flatman to contact Tom Godbehere of Historic England to ascertain his availability (cc’ing Hannah Cobb), how many people he can train in a session; all to consider associated events and venues to make this a full-day training event. This needs to be confirmed so that we can advertise at the CIfA Conference in April. |
| **8** | **Election of new committee members**  The following committee members were block nominated by Jim Brightman and seconded by Hanna Cobb. They were unanimously elected:   * Joe Flatman (Secretary) * Penny Foreman (OM) * Alex Grassam (OM) * Cat Rees (OM) * Kevin Wooldridge (OM) | n/a |
| **9** | **AOB**  [a] World Archaeology – see Chair’s Report above  [b] Pride – Penny Foreman suggested Group involvement in one of the smaller regional Pride events  [c] Group annual theme 2019 – Jim Brightman suggested that we confirm this soon, and promote at the CIfA Conference in April.  [d] Stonewall  [e] Disability issues | [a] n/a  [b] Penny Foreman to explore and report back.  [c] All to consider a 2019 Group theme.  [d] Emily Taylor to circulate an email on this.  [e] Emily Taylor to circulate an email on this. |
| **10** | **DONM**  [a] April – a 1hr meeting at conference specifically to brainstorm activities for our current yearly theme.  [b] Early July – a committee meeting focussed on strategy, where we will review our action plan, our recruitment strategy and our comms strategy, and also potential conference offerings/plans for 2019.  [c] Early July – Unconscious Bias CPD event in York (note committee meeting and CPD event may happen on same day)  [d] Early July – Pride representation  [e] October – committee meeting, including a CPD event for the committee (start planning our group’s AGM CPD event at this meeting)  [f] October/November – Hopefully a big CPD event tied with Big CIfA’s AGM, connecting with the launch of the revised code of conduct and e&d policy  [g] December/January – committee meeting (probably by phone)  [h] March 2019 – Group AGM with associated CPD event | [a] Joe Flatman tocheck with ‘big’ CIfA about room bookings for such meetings, and if feasible to organise such a meeting.  [b] Joe Flatman to circulate doodle poll for this phone meeting.  [c] See above.  [d] See above.  [e] See above.  [f] See above.  [g] Joe Flatman to circulate doodle poll for this phone meeting.  [h] Joe Flatman to circulate doodle poll for this meeting. |