****

**Minutes of the Annual General Meeting of the**

**Forensic Archaeology Special Interest Group**

**University of Central Lancashire,**

**13:15 17th June 2017**

**Present:**

Alison Baldry; Carole Davenport; Mike Groen (observer) Andy Holland (Secretary); Rob Janaway (Chair); David Jordan; Megan Quick; Caroline Sims (Committee); Alastair Vannan; Alexandria Young

1. **Welcome and Opening Remarks**

Rob Janaway welcomed the attendees to the Seventh AGM of the Forensic Archaeology Special Interest Group of the Chartered Institute for Archaeologists.

The Chair and Secretary confirmed that the meeting was quorate (Quoracy being 5 members of FASIG).

1. **Chairs Report**

The Chair of the group gave a summary of the activities of the group over the year including ongoing work with the ENFSI working group in collaboration with Mike Groen, and two very successful autumn meetings with international speakers:

September: One Day Workshop entitled “Disappeared but not forgotten: the Chilean experience regarding the search, recovery and identification of the victims of human rights violations that occurred during Pinochet’s Dictatorship (1973 – 1990)” by a team from the Servicio Médico Legal of the Government of the Republic of Chile.

October: One Day Workshop which combined a forensic case study of a large scale serial murder investigation in Canada presented by Prof Mark Skinner and Ms. Marilyn Sandford Q.C.; followed by a CPD Workshop on RAG mapping for forensic Search by Dr Alastair Ruffell and Dr Laurance Donnelly.

The Chair outlined that there had been no Forensic Session at the CIfA Annual Conference this year in Newcastle as we had tried to ensure some balance to the location of the groups meetings in the north and south.

1. **Outcome of Elections**

The Secretary gave a summary of the elections:

Honorary Secretary

The secretary post was due for election as Andy Holland had reached the end of his second term and could not re-stand.

One nomination for the post of Secretary was received from Alexandria Young (ACIfA).

As there were no other candidates, Alexandria Young would be elected by default to the position unless there were any objections from the meeting. No objections were raised and Alexandria Young was elected to the position of Honorary Secretary for the first three year term.

Honorary Treasurer

The Treasurer post was due for election as Caroline Sturdy-Colls had reached the end of her second term and could no re-stand.

No nominations were received for the post of Treasurer.

Ordinary Executive Committee Member without portfolio positions:

The Executive committee of the Special Interest Group is composed of the 3 named posts as well as up to six Ordinary Executive Committee Members without portfolio.

There is currently only one Ordinary member of the committee: Caroline Sims (elected 2nd term in 2015)

Barry Simpson’s first term comes to an end at this AGM and he would be eligible to stand for a second term

As such there are currently vacant Ordinary Executive Committee Member without Portfolio positions on the Executive Committee.

Two nominations were received from:

Laura Helen Evis (Affiliate)

Alastair Vannan (MCIfA)

As the number of candidates was less than the number of vacant positions, both candidates would be elected by default unless there were any objections from the meeting. No objections were raised and both candidates were elected to the position of Ordinary Executive Committee Member without portfolio for a three year term.

The outgoing secretary clarified that as a non-voting member of the Chartered Institute, Laura Evis could be an ordinary member of the committee but under the regulations for groups could not serve as one of the named officers (Chair, Treasurer, and Secretary) nor could she act as the Group Representative on the Advisory Council.

Forensic Archaeology Special Interest Group’s representative on CIfA Advisory Council.

The outgoing secretary explained that each Special Interest Group in the Chartered Institute was required to nominate someone from the group to act as the representative on CIfA Advisory Council for the year. In the past the group had delegated this role to the Honorary Secretary, however recently the outgoing secretary was elected the Chairperson of CIfA Advisory Council and the group had therefore delegated Alexandria Young instead.

The meeting agreed on a general “aye” to nominate Alexandria Young as the new Honorary Secretary to also be the FASIG representative to CIfA Advisory Council for this year.

The outgoing Secretary and Chair highlighted their concern over the lack of an Honorary Treasurer and the absence of the outgoing Treasurer for the last 3 years. It was noted that the meeting could co-opt for one year any member to the committee to fill any positions vacant (providing the nominee met the qualification criteria).

Laura Evis offered to act as Treasurer. However it was noted that she would not be able to sign off on expenses etc. as she was a non-voting member of the Chartered Institute. Laura offered to informally carry out some of the general duties of Treasurer, however any formal signatures etc. would be carried out by the Chair and Secretary.

**4. Update to Forensic Archaeology Special Interest Group Constitution**

A draft of the proposed constitution was made available to all members at the 2016 Annual General Meeting and was made available via CIfA central office. Notification of a vote on the proposed constitution was circulated with the notice of the Annual General Meeting as per the CIfA regulations for groups.

The outgoing Secretary outlined the changes to the constitution and summarised their need. Following the change of status of the Institute for Archaeologists to the Chartered Institute for Archaeologists, the FASIG constitution needed to be updated to reflect the new regulations, rules and charter. Additionally there was a need to clarify the structure and regulations for the Forensic Archaeology Expert Panel which is constituted within the Forensic Archaeology Special Interest Group.

The proposed constitution actions these changes and is based on the standard example constitution for groups given to all proposed new groups by CIfA.

There was a general discussion about the proposed changes.

1. The Summary should be updated to reflect the date of this AGM if the constitution is adopted.
2. Part 5 (c) reads “(c) Non-IfA members…” and should be amended to read “(c) Non-CIfA members….”

The proposed constitution with the above noted amendments was agreed on a unanimous vote.

**5. Future meetings**

The Chair asked the meeting for its opinion on the approach to future FASIG meetings and outlined the plan for the next year:

* The next meeting to take place here at UCLAN in the late autumn / early winter 2017
* Another meeting at Bradford University in early 2018
* CIfA Annual Conference in Brighton in April 2018.

The incoming Secretary noted that the CIfA Annual Conference Session would need a session title and proposal by July 31st and agreed to lead the submission of the session proposal.

David Jordan offered Liverpool John Moores as a venue for a future meeting.

Alastair Vannan suggested that we should try to run a practical element to allow members to compare and contrast skills and approaches

The Chair agreed the committee should look into this as a future option for a useful CPD / training workshop at a FASIG meeting

Mike Groen informed the meeting that the next practical session of the EMFA (European Meeting for Forensic Archaeology) where a similar approach was taken would be held in Portugal in April 2018.

The Chair suggested that perhaps a practical in conjunction with cadaver dogs might offer both shared practice between forensic archaeologists and also offer an opportunity for cadaver dogs to ground truth the dog’s responses.

**6. Membership numbers**

The incoming Secretary agreed to check with CIfA office and circulate a short summary of membership by email.

**7. Any Other Business**

The Chair wished to express the thanks of the Forensic Archaeology Special Interest Group to both the outgoing Honorary Secretary Andy Holland and Barry Simpson for their hard work.

*Meeting closed.*