



Landscape Survey Group

AGM

Room 15, Medecroft, Sparkford Road, Winchester, 7th February 2014

Minutes and Actions

Attendees:

Nathalie Barrett, Mark Bowden, Angela Gannon, Rosemary Hooker, Elaine Jamieson, Oliver Jessop, Bob Johnston, David Lea, Becca Pullen, Sharon Soutar, Dave Field, Graham Brown, Katie Page-Smith, Chris Webb, Phil Newman

Apologies:

Stewart Ainsworth, Magnus Alexander, Eve Boyle, Piers Dixon, Judie English, Sandy Gerard, Catherine Grindey, Sue Haynes, Pete Herring, John Lord, Abby Hunt, Marcus Jecock, Al Oswald, Trevor Pearson, Mitch Pollington, Hazel Riley, David Roberts, Paul Stamper, Iain Sutherland, Pete Topping, Adam Welfare, Dave Went

1. Introduction and apologies

The meeting began with introductions, and Mark Bowden (MB) reading out the list of apologies.

2. Election of officers and committee

A discussion on the committee members then followed. The only proposed change was that Elaine Jamieson (EJ) will stand down as secretary with the roll to be taken by Nathalie Barrett (NB); this was proposed by Rosemary Hooker (RH) and seconded by Graham Brown (GB). It was suggested that the remaining officers and committee members should stay the same; this was proposed by Dave Field (DF) and seconded by Dave Lea (DL).

Committee officers and members were voted in.

3. Amendment to Constitution

MB then led a short discussion on the proposed amendment to the constitution. The change was unanimously supported and was proposed by DF and seconded by EJ.

4. Subscriptions

In the Treasurer's absence MB read out a brief report from him, stating that the Group's bank account is up and running and the current balance is £15; the Treasurer reminded us that the Group can apply for a Customer Donation Fund 'to support special projects and fundraising activities'.

A LSG membership form was circulated to group members by Sharon Soutar (SS) and briefly discussed. The meeting was reminded that the Constitution states that a yearly subscription is due on the 1st April of each year. The discussion then focussed on how subscriptions could/should be paid. It was agreed that standing order would be the easiest option with SS sending out yearly reminders to group members but that members could pay by cheque or cash if preferred. The degree of leeway allowable to non-payers was discussed but again the Constitution covers this matter.

5. Website

SS outlined the position with the group website and announced that Facebook and Twitter accounts had been set up for the group. She also highlighted that a LinkedIn group page had been set up. Katie Page-Smith (KP-S) outlined what is accessible to the group on Facebook. Abby Hunt (AH) will be responsible for managing the Group Twitter and LinkedIn accounts and members are encouraged to pass information on to her to post.

Social media spaces:

<https://www.facebook.com/groups/275357652621913/photos/#!/groups/275357652621913/>

The Twitter account is @LandscapeGroup

The LinkedIn Group: http://www.linkedin.com/groups?home=&gid=7459147&trk=anet_ug_hm

The discussion then centred on the need to have the LSG web page up and running before the IfA conference in April. SS talked briefly about the web content and Oliver Jessop (OJ) talked about how best the web page could work to promote the work of the group. The domain name for the web site has now been purchased.

NB volunteered to post Tweets through the LSG session at the IfA conference.

6. Future programme

MB began by discussing the Group's session at the IfA conference, highlighting some of the issues encountered organising the session. Angela Gannon (AG) informed the group that an encouraging number of papers were submitted and most of the proposals had been accepted. Because of this each slot has been reduced to 15mins. Roger Mercer has agreed to be the keynote speaker at the session. AG then went on to briefly discuss the quality and range of the papers and read out the list of accepted papers.

AG suggested a leaflet advertising the group could be produced for distribution at the IfA conference, and SS volunteered to produce the leaflet. OJ suggested producing a pull-up banner advertising the Group to deploy at the IfA conference and to take to other events where appropriate. AG intimated that her husband may be in a position to produce this. A discussion by the group then followed regarding the content of the leaflet and banner and sourcing possible images. It was agreed that suitable images should be sent to SS by the end of February.

Bob Johnston (BJ) suggested recording Roger Mercer's introduction at the conference and putting a podcast on the Group web page. AG agreed to approach Roger for his permission to do this.

MB then started a discussion about the LSG conference, suggesting it could be held in September 2014 and could be a two-day event with one full day of lectures followed by a day of field visits. A wide-ranging discussion then followed on where and when the event should be held. Various suggestions were put forward by NB, AG & MB centred on holding the event in Winchester, Sheffield or possibly Chester. BJ pointed out the need to limit liability and MB suggested Sheffield may be the best location for this first conference and BJ agreed to find out availability of suitable rooms, costs etc.

AG suggested that it should be made optional for conference delegates to attend both days, with EJ and AG suggesting holding the conference over a Friday and Saturday. AG suggested dates of the 19th and 20th September for the conference and BJ agreed to check availability of rooms etc. for those days. [Rooms have now been booked for those days.]

GB then asked if MB would circulate a call for papers when dates for the conference were confirmed, or if speakers should be approached directly. It was decided there should be a general call for papers. A discussion then followed (led by OJ) on whether there should be a specific theme for the conference and the group agreed to keep the event as inclusive as possible. DF suggested perhaps we could think about papers which highlighted new techniques or approaches to landscape survey and investigation.

Further discussion on the conference followed, including Becca Pullen (BP) suggesting Adam Stanford as a possible speaker. She agreed to contact him and also to inquire if he had any suitable images the group could use for posters etc.

OJ suggested a book stall at the conference and asked about forming a conference committee. KP-S volunteered to do all the media side of the conference and AG suggested a title of 'Landscape Perspectives'. PN offered to help make conference papers available on the group web page.

DF suggested producing a 'field handbook' for the second day of the conference to be given out to delegates. A discussion followed on possible products for the group, including the creation of a LSG 'series' of publications. MB spoke about building a library of publications on the Group web page and Magnus Alexander was volunteered to approach the COOP about a grant for the conference and/or related publications. A discussion then followed on what would be the best way to spend this money and on the format of a possible field handbook.

7. AOB

MB put forward a suggestion from Al Oswald (AO) that the group AGM may be used as an opportunity to review member's activity. AG suggested this information should be pre-circulated so as not to take up too much time during the meeting, and to allow interested individuals to discuss aspects of their work between themselves.

It was agreed the next AGM would be held in Edinburgh at the RCAHMS on the 20th March 2015 from 2-5pm. The fieldtrip the following day will be arranged by AG and involve a tour of Holyrood Park.

A date for the next committee meeting was also agreed and will be held at Swindon on the 22nd October 2014.

Action summary:

1. MA to enquire about COOP grant.
2. AG to book room for 2015 AGM and arrange fieldtrip (room booking confirmed)
3. SS to collate possible images for leaflet and circulate leaflet ideas to committee.
4. AG to enquire about cost of producing a pull-up banner.
5. BJ to investigate possibilities for conference at University of Sheffield (rooms booked)
6. MB to book room in Swindon for committee meeting on the 22nd October 2014