



## **CBA YORKSHIRE ANNUAL GENERAL MEETING**

10.00 am Saturday 3 February 2018

Fountains Lecture Theatre, York St John University, Clarence Street, York

### **MINUTES**

#### **Apologies for absence**

David Buck (YAHS)

Pat Carroll (Upper Wharfedale Heritage Group)

Mike Haken (Roman Roads Research Association)

Eric Houlder (CBAY Trustee)

Terry Manby (East Riding Archaeological Research Trust)

Louise Mallinson (Programme Secretary)

Sally Rodgers (Heeley City Farm)

David Wilcox (member)

#### **2. Minutes of the Annual General Meeting held on Saturday 4 February 2017**

Minutes were approved by the meeting.

#### **3. Matters arising**

Bob Evison enquired about obtaining hard copies of articles published in the on-line version of Forum for members without access to printing facilities. The question would be put to the CBAY Editor.

#### **4. Officers' Reports** (circulated prior to the meeting and posted on the CBAY website)

As most of you will know by now our chair, Steve Bence, sadly passed away in December 2017. During his nearly two years as Chair, Steve was instrumental in giving the group new focus and fresh ideas. An obituary for Steve is published in the forthcoming issue of Forum.

##### **4.1 Secretary's Report (Trevor Pearson)**

The committee met four times during 2017 in March, June, September and November at St Clements Hall in York. At each meeting the agenda was dominated by progress on the Forward Plan. Our discussions on the Forward Plan are summarised below:

##### **Membership Drive**

The committee decided to begin the membership drive by trying to attract more Community Groups to become affiliated with CBA Yorkshire. The Chair contacted as many groups as he could find evidence for on the internet and invited them to join CBA Yorkshire and participate in the Autumn Showcase. However, this has so far led to few new groups joining CBA Yorkshire.

##### **Newsletter**

At the March meeting the committee took the decision to try and issue four e-newsletters a year. This objective has been met - (see Digital Communications Officer's report below)

##### **Website**

At the March committee meeting plans were put in place to develop a new website for CBA Yorkshire with the Digital Communications Officer taking the lead on this. Progress was reported on at the June and September meetings and the new website went live in time for the Autumn Showcase event at the start of November.

##### **Autumn Showcase**

The Forward Plan contained the aspiration to put on a second event each year for members alongside the Annual Symposium. The committee took the decision to press ahead with an

event for the autumn to be called the Autumn Showcase aimed primarily at bringing community groups together in a day of talks, workshops and displays. Progress was reported on at the June and September meetings and the event was held on Saturday 4 November 2017 at the National Centre for Early Music in York. About 100 people attended. There were four workshops, 12 talks and 20 groups had exhibitions.

#### 'Forum' and 'Forum Extra'

The committee decided to keep the new format of Forum with both print and on-line versions (called Forum and Forum Extra respectively) following the publication of the first print and on-line versions before the 2017 AGM and Symposium. The editor gave regular updates on progress to committee meetings during the year with the prospect of publishing the next issue in time for the 2018 AGM and Symposium.

#### Programme of Events

The Forward Plan recognised that any additional events such as guided walks needed to be self-financing. The committee therefore welcomes the fact that the three events organised during the course of the year all met this aim.

#### Advocacy

The Forward Plan highlights the desire for the group to have a more prominent role in helping to champion the region's heritage. The June committee meeting agreed for the Chair to try and develop ideas on how we could take on an effective advocacy role but sadly Steve was unable to progress this before he fell ill.

#### **4.2 Membership Secretary's Report** (Trevor Pearson)

The membership secretary gave an update on membership numbers at each of the committee meetings in 2017. Membership has remained stable at around 280-290 individual, joint and group members.

#### **4.3 Treasurer's Report** (Ian Drake)

The Group's Financial Statement for the Financial Year ended 31 March 2017 is included with this report. Thanks to careful and prudent management by the Trustees the overall position in 2016/7 shows steady and continuing improvement over the previous few years. At the end of March 2017 the Group's balance stood at £8,805. Our core income comes from affiliated groups' and individual members' subscriptions. This base income is used to finance routine administration expenses and the cost of producing Forum, the Group's largest expenses. In previous years I have reported a slightly misleading balance for the Group in that at the end of March the payment for the printing of the year's issue of Forum was still outstanding. I am pleased to report this is not the situation at March 17. The cost of Forum in 2016/7 (£4,172) includes both the 2016 and 2017 issues. 2017 being the first year of the condensed printed Forum supported by a full, more comprehensive Forum available to members online. The year-end balance at March 17 is sufficient to cover a year's core expenditure, a sound but not over funded position well within the Charity Commissioners' Guide lines for a registered charity of our size and purpose.

The meeting formally approved the 2016-17 accounts.

#### **4.4 Editor's Report** (Christiane Kroebel)

Forum No. 5 was published in February in time for members to collect at the 2017 AGM and Symposium. The print version is now much slimmer than previously containing abstracts of the full articles published on-line. This has reduced the cost of printing by a considerable amount and means that we can sustain the publication of Forum over the coming years.

During the course of 2017 a good range of articles was submitted for the next issue of Forum and it is hoped that this will be published in time for the 2018 AGM.

Spencer Carter is thanked for helping with the production of Forum no. 5.

#### **4.5 Digital-Communications Officer's Report** (Paul Brayford)

During the year we have moved our website ([www.cba-yorkshire.org.uk](http://www.cba-yorkshire.org.uk)) onto the Wordpress platform, which gives us greater control over the look and feel of the site, and enables us to move to taking payments online in the future. We have also tried to make it easier to navigate. We have also improved the events calendar (or what's on) so that the details of

events are in a more standardised format. We are still working on the new website, so any feedback and suggestions are welcome.

One of the key decisions we made was to make clearer the benefits for affiliate members, especially local societies and projects, of our web presence. As part of the website re-design we have created an area for those affiliates to promote themselves. We are also limiting the advertisement of events on both the website and our official Facebook page to those of our affiliates and carefully selected wider events from national bodies taking place in Yorkshire. The events of local societies that are not CBA Yorkshire affiliates will not be promoted on our website or official Facebook page.

Our Facebook page ([www.facebook.com/YorksArch/](http://www.facebook.com/YorksArch/)) has over 1070 followers now, whilst our Twitter feed ([twitter.com/yorksarch](https://twitter.com/yorksarch)) has over 6900 followers. Our challenge is to get a fraction of these people to consider joining the group. We have made use of Facebook advertising during the year to widen awareness of our events, both the guided walks in summer, the Autumn Showcase and the 2018 Symposium. We have certainly extended our reach and a few people have attended events because of these adverts but not in large numbers.

We have continued our use of Mailchimp for our quarterly email newsletter. We have sent out newsletters in March, July, September and December to all 270 or so members who have supplied valid email addresses. Mailchimp enables us to track who opens and reads the emails. Unfortunately, it seems that only between 40% and 60% of our emails are being opened, so there are members who are missing out on information about our events and other useful information.

To provide a more interactive forum, we have set up a Facebook discussion group for our members during the year. This has over 50 members. We hope that this will grow and become a place where members can ask questions, get answers and discuss opinions about archaeology and heritage in Yorkshire. At the moment the group is moderated to prevent abuse, and we do have some ground rules so that it is a safe place to take part in.

Many of our members will be aware that we have started using Eventbrite for event ticketing. This also provides us with another way of promoting the activities of the group. During 2018 we shall investigate any further options to get the word out about CBA Yorkshire and the benefits of membership.

The main thing we are looking for now is an Digital Communications Officer to join the committee and organise our e-communications going forward, hopefully with one or more interested people to support them by looking after one of the specific areas, such as website, email, Facebook and Twitter. All offers of help will be greatly appreciated

#### **4.6 Programme Secretary (Louise Mallinson)**

During the course of the year CBA Yorkshire had a trip to Byland Abbey and Helmsley Castle on Sunday 11 June attended by 12 members and their friends. Refreshed by an early morning cup of tea at the Byland Abbey Inn the group began by exploring the abbey ruins before moving outside to look at how the monks altered the landscape surrounding the abbey. They traced part of the route of the precinct wall which surrounded the abbey site and now survives as a low earthwork bank and then saw evidence of how the monks modified the natural drainage of the valley in which the abbey sits to protect themselves from flooding and to provide a water supply for drinking and to power a mill.

Returning to the Byland Abbey Inn for lunch, the group then moved on to Helmsley to explore the castle which has lain in ruins since it was slighted on the orders of parliament during the English Civil War. What impressed most was the sheer size of the earthwork defences and the diverse range of buildings found in the interior including the medieval chamber block which escaped destruction and preserves wood panelling and plasterwork from the sixteenth and seventeenth centuries. The day ended with a short walk across town to the parish church where a bit of hunting was needed inside to find the fragment of tenth century 'hogback' tomb first mentioned as being at the church in 1888.

In July 2017 during the Festival of Archaeology the group organised a visit to the excavations at Hanging Grimston on the Yorkshire Wolds and evening walks around Georgian York led by

Dr Matt Jenkins from York University and Hull Old Town and Docks led by local expert Paul Schofield. All three events were well supported.

#### **4.7 National CBA (Claire Corkill)**

The Chair and secretary held regular meetings with officers of the National CBA during the course of the year in order to keep both parties up to date with developments. During the course of the year the committee has been updated on the activities of National CBA. Items of particular note mentioned during the year were:

- The British and Irish Archaeological bibliography has been incorporated with the Archaeology Data Service (ADS).
- All CBA Research Reports up to the last three years will be publicly available for free download from the ADS website.
- The Home Front Legacy project is looking to get more people involved in recording homeland WW1 remains and the National CBA is planning a drive to encourage people to take part.
- The Local Heritage Engagement Network added new toolkits for groups to use to get involved in advocacy.

#### **4.8 Yorkshire Archaeological and Historical Society.Rep (John Cruse)**

##### Management Board Report

The completion of the sale of Claremont in March 2017 and the retirement of Judith Rushton, our long-serving Admin Secretary (and last salaried employee), were milestones in the Society's progression towards a new role as a cost-effective, volunteer-run organisation. Our officials, from temporary rented accommodation in the nearby Jacob's Well office, have supported the operations of our five main Sections, which organised 34 talks and 3 visits. Our twenty affiliated societies contributed a further 126 events to the overall YAHS programme.

At the 152nd AGM, our President, Dr Cookson reviewed the year's developments and introduced our new Treasurer, Frank Jordan. He reported on the improving financial position, which should enable the Society to start to think about investing in new projects which advance its charitable objectives. Funds from the Society have supported geophysical survey at Skipsea Brough and at Arras IA cemetery, as well as ensuring the publication of quern reports on three different topics.

The updated web-site is about to be commissioned, promising an improved service to users. In the New Year, the Society's office will be moving into new, more economical, premises, rented from Voluntary Action Leeds at Stringer House, 34 Lupton Street, Leeds, LS10 2QW, which also can provide service rooms for use by YAHS committees or by small Section meetings.

##### Publications available to YAHS and section members

Yorkshire Archaeological Journal (Vol 89) was published in September 2017. Its 208 pages included five articles on archaeological subjects, five on historical topics, an obituary and four book reviews. Prehistoric Yorkshire (No 55) was issued in December 2017, with 116 pages of articles (including reports about a new henge and a massive LBA hoard), along with research reports and book reviews.

##### New YAHS Monographs

YAR 8: Thwing, Rudston and the Roman-Period Exploitation of the Yorkshire Wolds: Ferraby R, Johnson P, Millett M & Wallace L (eds): 296p: was published in November 2017

##### New Developments

The Society is collaborating with Dr George Redmonds and The Borthwick Institute for Archives, University of York, to develop a dictionary of historic Yorkshire terms, which will be published in the YAHS Record Series, together with an online interactive version. We have published a new edition of Life and Tradition in the Yorkshire Dales by Marie Hartley and Joan Ingilby, marking the 50th anniversary of this classic work. The Society, in partnership with the Dales Countryside Museum and other bodies, is also arranging a programme of linked activities.

#### **4.9 York Archaeological Trust Rep (Ian Drake)**

Since reporting to this meeting 12 months ago, I have attended three events as a member of YAT, a formal opening of the latest regeneration of The Jorvik Viking Centre in May, a communications day in November and the Annual General Meeting in December. The Annual

Reports and Financial Statements presented to the AGM covered the year to 31 March 2017. This period being the most atypical year in recent times for the Trust in that its flagship attraction and principle income source 'Jorvik' remained closed throughout the period following the Boxing Day floods of 2015. It was at first glance surprising to see that despite this in 2016/7 the Trust still reported an operating surplus of £43k. In her report to the meeting the Honorary Treasurer clarified that accounting regulations required that both insurance payouts and the funds raised to finance the significant enhancements to the new Jorvik had to be treated as operating income. The closure of Jorvik meant that attraction income was down £3.1m on the previous year, however one off business interruption income of £2.8m and £800k from Campaign Canute more than offset this loss of income from Jorvik. YAT still received over £497k in the year from the 155k visitors to its other attractions.

The AGM saw the first year in the Chair of the Trust's new Chairman professor Anthony Robards taking over from Terry Suthers who stepped down in May 2017, after 10 years in the position. As Professor Robards said in his Annual Review, his arrival came 'towards the end of the current five year strategic plan, so it is an opportune time to review and refresh our strategy for the period through to 2022, which serendipitously coincides with the 50th anniversary of the Trust's formation'. The Trust's operational and financial activities are too large and far ranging for me to be able to report here in any detail. I do have copies of the Trust's published Annual Review and Financial Statements, if any affiliated or individual members wish to know more please do contact me.

## **5. Election of Officers**

The meeting approved the re-election en-bloc of the Secretary & Membership Secretary (Trevor Pearson), Treasurer (Ian Drake) Editor (Christiane Kroebe) and Trustees (Shirley Thubron, Eric Houlder & John Cruse) and Auditor.

There were no nominations to the posts of Chairperson, Education Officer, Programme Secretary, Museums and Archive Officer & Digital Communications Officer and these posts remain vacant.

## **6. Future Plans**

The Vice-chair (Paul Brayford) made a plea for members to come forward to join the committee. The secretary (Trevor Pearson) announced several people had informally expressed interest in the vacant posts and a special meeting has been called later in the month to look at co-opting people on to the committee.

The secretary summarised the successes of the past year which included the regular publication of Forum, the Autumn Showcase and other events during the summer Festival of Archaeology. The new website was launched in time for the Autumn Showcase and four newsletters had been issued during the year. However, the future is uncertain because of the number of vacancies on the committee and we still face the challenge of widening our appeal. We also need to do more to support groups in championing our local heritage.

Jo Heron asked for more information on the descriptions for the vacant posts - descriptions are available on the CBAY website and it may be possible for people to job share if they don't feel able to take on the full role. Mike Turpin recommended that reps. of affiliated groups should attend in order to learn about the working of the committee. Bob Evison suggested that ordinary members could be invited to committee meetings as a way of introducing them to the responsibilities connected with being a committee member.

The secretary observed that CBAY does not seem to appeal to many of the new community groups that have set up in recent years and also that there appears to be a trend to more regionalised groupings and events across the county suggesting that CBAY's role needs to change. John Cruse (trustee) observed that the turn-out for this AGM was quite low given the importance of what was being discussed while Tony Hunt wondered if it was worth asking groups who were not members why they were not interested in joining. He also thought that the problem was also partially one of how CBA and CBAY were perceived. Peter Addyman asked about if other groups were facing similar problems and what measures did the successful groups take to achieve their success. Claire Corkill (National CBA) had recently co-ordinated a survey of other groups and reported that the problems facing CBAY were far from unique. National CBA would be issuing a report on the results of their survey but Claire stressed that individual groups were responsible for planning their own futures. Alison

Spencer thought part of the problem in filling posts was that more people were active in local groups and did not have the spare time to devote to CBAY. Peter Halkon observed that support for CBAY from academic archaeologists had also declined over the years but thought it might be worth advertising the existence of CBAY to university students. Megan Clements thought CBAY could do a lot more to attract young people through the Young Archaeologists Club network.

The vice-chair gave feedback on how the advert for the Symposium had been viewed on Facebook noting in particular that few people under 25 bothered to look at the event and that most views came from middle-aged people. Megan Clements stressed the importance of engaging with schools and the place of archaeology in the curriculum.

## **6. Any other business**

Presentation of the King/Thubron Award to Alison Spencer of the Fridaythorpe, Fimber and Wetwang Archaeological Project (FFWAP).

Meeting closed at 11.00am