



**ICOMOS** **ICAHM**  
**International Committee  
on Archaeological  
Heritage Management**

**ICAHM Bureau meeting**

<b>Date:</b>	29 May 2024
<b>Time:</b>	06:00 (Mex), 14:00 (Swiss), 21:00 (Japan), 22:00 (Guam, Aust.)
<b>Location:</b>	Online Zoom meeting
<b>Invited:</b>	<i>Elected members (voting)</i> John Peterson (President) [JP] Nelly Margarita Robles García (Vice-President) [NR] Matt Whincop (Secretary-General) [MW] Cynthia Dunning (Administrative Secretary) [CD] Yumiko Nakanishi (Treasurer) [YN]

## **AGENDA**

### **Ordinary business**

1. Apologies
2. Minutes of the ICAHM Bureau meeting  
Approval of Minutes  
Matters Arising (not otherwise on the Agenda)
3. President's update [JP]
4. ICAHM Comms update (Email distribution / Website / Digital media) [MW]  
Communications Strategy
5. ICAHM Finances update [YN]
6. ICAHM Annual Meeting Options [JP All]

### **Close of meeting**

7. Any Other business
8. Next meeting of ICAHM Bureau

## MINUTES

### 1. Apologies

Yumiko Nakanashi

(Treasurer)

#### 2.1 Minutes of the ICAHM Bureau meeting 2023.02.26

The Minutes were approved

All matters arising from the previous meeting are included in the agenda

#### 2.2 Open Actions from previous ICAHM Bureau meetings:

**ACTION: MW to draft suggested membership categories [OPEN]**

Drakon Heritage has drafted a second survey for members to self-nominate categories of expertise. This will be circulated after the communications survey has been circulated.

**ACTION: ALL to send ideas for Webinars to MW [OPEN]**

**MW to draft proposals for future Webinars [OPEN]**

To be followed up by MW

~~**ACTION: [NF to draft a communication about mentoring and internships to send out to ICAHM members] [OPEN]**~~

NF is no longer member of ICAHM Bureau; communications strategy is being circulated and a new action will be developed based on results of the survey.

**ACTION: ALL to send ideas/concepts for leaflet about National Committees to SM by email; SM to produce first draft in between meetings of the Bureau [OPEN]**

To be followed up with SM in full ICAHM Executive meeting

### 3 President's update

JP

The President welcomed the new Bureau.

JP reported on current projects and initiatives that he has been involved in and on contacts made with EPs at the Sydney meeting in 2013.

JP presented the suggestion that ICAHM should have a representative at the ICOMOS AGA in Brazil. NR and CD are considering attendance, and ICAHM has some financial resources to help supplement travel expenses.

Publications Update – one final Springer publication in the works (Japan volume), and then Springer contract will be finalised. CMS will be the new publisher moving forward. CMS can commit one volume per year to ICAHM publications.

Reaching out to new members – trying to build our profile at archaeology conferences. Possibly implement a newsletter. How do we develop our profile amongst young professionals? Open to further discussion. ICAHM will be represented at the upcoming SPAFACON in Bangkok.

It is important that we find a communications officer quickly, in order to maintain and develop our profile.

#### **4 ICAHM Comms update (Email distribution / Website / Digital media) MW**

The review of our communications strategy by Jenni Butterworth of Drakon Heritage (UK) is underway. A draft of the member survey has been created and will be distributed to the Bureau for comment before distribution to the wider membership. Drakon has also prepared a google form for the membership expertise categories that will be sent to members in order to update the member database, but this will be separate from the survey.

#### **5 ICAHM Finances**

MW requested an update of the ICAHM account balance being held by ICOMOS Secretariat. The account balance as of 25 May 2024 is €17,123.

~~**ACTION: After the new Bureau is elected/appointed AO will transfer all the financial information to the Treasurer (Yumiko Nakanashi for her to manage)**~~

[OPEN]

Action complete - YN has financial information and is in contact with ICOMOS Secretariat

#### **6 ICAHM 2025 Annual Meeting**

ICAHM has been approached by the president and executive committee of ICOMOS Chile about hosting the next ICAHM Annual meeting in San Pedro de Atacama. Apparently, the necessary funds have been obtained in principle. JP and MW met on zoom with ICOMOS Chile and an event organiser, who presented a reassuring synopsis of the planned event, including projected attendance numbers, themes, venue, finances, and promotion strategy. JP and MW were impressed with the level of organisation and agreed to take the proposal to the ICAHM Bureau.

The ICAHM Bureau were shown the presentation prepared by ICOMOS Chile. Discussion focused on the failed Arica, Chile conference in 2019, when the event was cancelled at the last minute. As a result, some ICAHM members lost money and were greatly inconvenienced. ICOMOS Chile has developed some strategies for reassuring those members that were impacted, including potentially subsidising travel costs for those that lost money in 2019.

The ICAHM Bureau are generally very supportive of this proposal, but have two main concerns that require further clarity from ICOMOS Chile:

- The Bureau is seeking further reassurance that the financial support is secured and in place. Ideally, the Bureau would like to see some form of accounts or formal letter of sponsorship. ICAHM needs to be careful about offering financial security, and being liable if it is cancelled again.
- Some sponsorship will be from the mineral extractives industry working in Chile. The Bureau is looking for further context on which companies will be providing financial support, and

whether these have a history of positive or negative performance in cultural heritage management. Furthermore, we would recommend that promotion of these companies at the event should be carefully managed, and their logos not be prominent.

**ACTION: MW will undertake a poll by email of the Bureau for acceptance of the Chilean proposal. [OPEN]**

## 7 Other Business

- AW has maintained the Website but is anxious to step down at an early opportunity. AO & AW met with the ICOMOS Communications Manager and have established the necessary process with ICOMOS/Octopos to give editorial access to the new Communications Coordinator when that person is appointed. Alexandra Viera (Portugal) has volunteered for this role and will be provided with the necessary access.

~~**ACTION: MW to contact two potential replacements that he met at the Sydney meeting [OPEN]**~~  
Action complete

- ICAHM needs to develop a clear communications strategy to underpin all its activities and links with members. Drakon Heritage is underway with a review of our communications and is preparing a survey for our members.

~~**ACTION: AO to contact Drakon Heritage to see if they are still able/prepared to undertake the scoping work previously discussed and approved by the Bureau this would include a survey of ICAHM members to establish their needs and requirements. [OPEN]**~~  
Action complete

- Springer Contract and Ongoing Publications

~~**ACTION: AO to send AS a copy of the original contract between ICAHM and Springer [CLOSED]**~~  
Action complete

~~**ACTION: AS to contact T&F to ascertain the approximate level of fees that might be charged and also to explore further any issues related to the termination of the ICAHM/Springer contract [OPEN]**~~  
Action complete

- 2024 Bureau appointments

~~**ACTION: AW to send IP and MW details of a potential EP Representative from the NL [OPEN]**~~  
Action complete

- Engaging active members

The Bureau will need to identify ways of engaging those members who have expressed an interest in participating in ICAHM activities and giving them specific tasks and responsibilities [JP and MW have a draft list of some potential candidates] The Drakon Heritage survey will help the Bureau develop a communications strategy, which will include ways for more fully engaging the membership.

**ACTION: JP/MW to contact individual members and discuss with them how to take ideas forward [OPEN]**

**ACTION: Bureau to develop communications strategy based on results of survey.**

- Membership activities (webinars, workshops, training)

**ACTION: New Bureau to agree necessary (non-voting) appointments to oversee specific activities [OPEN]**

## **8 Next meeting of ICAHM Bureau**

The next full meeting of the extended Bureau will take place mid 2024.  
Date TBA