

## MEETING OF THE IfA FINDS SPECIAL INTEREST GROUP

WEDNESDAY 22<sup>nd</sup> May 2013, 11am

London Archaeological Archive and Research Centre (LAARC)  
Mortimer Wheeler House  
46 Eagle Wharf Road  
London N1 7ED

### Meeting Minutes

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| <p><b>1. Apologies for absence</b><br/>Duncan Brown apologies for not being able to attend.<br/>Stephen Brunning sends apologies for not being able to attend the AM portion of the meeting.<br/>ML had to leave early due to other commitments</p>  | <p><b>No Action Required</b></p>   |
| <p><b>2. Previous Minutes</b><br/>Accepted with corrections</p>  | <p>MJP</p>   |
| <p><b>3. Finds Group Policy Statement drafted by DB</b><br/>IfA Statement of Incorporation<br/>What do non-IfA FSIG members receive?</p> <ul style="list-style-type: none"><li>• Newsletter</li><li>• Access to forums</li><li>• Linkedin</li></ul> <p>Group Toolkit in place<br/>2-3 year business plan – delivery partially through newsletter, recruitment &amp; events<br/>Raise relevancy of the FSIG – Building Bridges</p>  | <p>AF, PM &amp; MJP to distribute</p>  |
| <p><b>4. Seven Aims of the FSIG Manifesto</b></p> <p><b>4.1.</b> Act as a conduit between the finds community and the rest of the archaeological profession <i>including FSIG Newsletter</i><br/>MJP to send articles to SB when received<br/>Utilise social media</p> <p>Website – Discussion forums</p> <p>What the committee should do</p> <ul style="list-style-type: none"><li>• What is it?</li><li>• Events</li><li>• General discussion</li><li>• Publicity</li></ul> <p>AF to circulate Executive Meeting dates</p> | <p>MJP<br/>AF to promote e.g. Linkedin<br/>PM to look into Twitter<br/>AF to send PM logo for Twitter<br/>Everyone to send AF images for promotional use<br/>AF to look into Google Groups – LB to be admin/moderator<br/>No minuted actions</p> |
| <p><b>4.2.</b> Represent the finds community within the IfA <i>including contracts, future surveys and list of specialists</i><br/>No updates on Model Contract</p> <p>Surveys</p>   | <p>AF</p> <p>PM to pursue – what should a model contract include and look at freelance contracts</p>   |

<ul style="list-style-type: none"> <li>• Need facts and figures on finds practice</li> <li>• Check adherence to IfA S&amp;G</li> <li>• Finds Competency Matrix – MIfA level specialism? What criteria? – List of specialists, who gets on, how do they get on, just IfA members, what does being on the list result in?</li> <li>• How to publicise list?</li> </ul>	<p>PM to send original survey form and report</p>
<p><b>4.3.</b> Promote best practice in finds work Send out summary of S&amp;G to LP/DC Archaeologists, curators etc Need contact point for any queries or issues Finds factsheet?</p>	<p>Committee to determine? Free for IfA members, non-IfA pay fee AF to circulate examples from Forensics and Graphics groups and send round Marix</p>
<p><b>4.4.</b> Promote the value of archaeological finds as a means of furthering our understanding of the past <i>including update on review of finds reports</i> DB seeking EH funding? Work in conjunction with the Prehistoric, Roman and medieval Pottery Groups? Review of Grey Literature</p>	<p>DB to pursue</p> <p>PM started review of CBM literature – No other disciplines being looked at currently</p>
<p><b>4.5.</b> Work to protect archaeological objects from loss, damage, mistreatment and misrepresentation Basically, this is an objective of the FSIG</p>	<p>Responsibility of all members – No minuted actions</p>
<p><b>4.6.</b> Offer training in order to develop expertise in finds work Day School – September? Joint with AEA? – Best Practice in Recovery of Organic Remains 2014 – Two day school?</p>	<p>AF to work with AJ to promote and organise Check for volunteers to organise?</p>
<p><b>4.7.</b> Ensure the continuing accessibility of the archaeological material archive, for the use and enjoyment of future generations <i>including Day School/Workshop, AGM and 2014 Conference</i> Discussed in 4.6 above</p>	<p>N/A</p>
<p><b>5.</b> Any Other Business SB raised look and feel of the newsletter – IfA template?</p>	<p>SB and AF to work together on appearance of newsletter/template</p>
<p><b>6.</b> Lunch</p>	
<p><b>7.</b> Guided Tour of the LAARC</p>	