

CIFA ARCHAEOLOGICAL ARCHIVES GROUP

25 March 2015, 12.30pm

The Birmingham and Midland Institute, Birmingham

AGM Minutes

Present: Peter Allen, Theodora Anastasiadou-Leigh (C), Verity Antony, Juliette Baxter, Duncan Brown (C), Theo Clarke, Hester Cooper-Reade, Lucy Creighton, Julie Edwards, Alice Forward, Nancy Grace, Sarah Hayes, Emma Jeffery, Julie Kennard, Kerry Kerr-Peterson, David Lakin, Catherine Looser, Ellen McAdam, Lorraine Mephram (C), Ray Moore, Charlotte Newman, Helen Parslow (C), Sam Paul (C), Stephen Reed, Nicky Scott, John Shepherd, Huw Shurlock, Lynn Smith, Laura Templeton, John Walford, Denise Wilding

(C) = Committee

1.	Apologies	Action
	Helen Harman; Anooshka Rawden; Becky Sillwood	
2.	Welcome and Introduction from Chair	
	Duncan Brown thanked the committee for their hard work over the last year, and in particular Helen Harman, who stood down as Secretary in autumn 2014, and Becky Sillwood, who has taken on the Secretary's role.	
3.	Minutes of the previous AGM meeting	
	a. Accepted without revision b. No matters arising	
4.	Officers Reports	
	<p>Secretary's Report: Due to the Secretary's absence this was not presented in full at the AGM.</p> <p>Helen Harman effectively stood down as Secretary at the end of 2014, with Rebecca Sillwood stepping in as acting Secretary. Emma Wells has also had to step down as a Committee Member, and the group have been actively seeking new members, most especially one who could take Emma's role as Communications Officer. Currently the Committee, mainly Helen Parslow, are maintaining Facebook. Our Twitter account is being ably managed by Nicola Powell.</p> <p>The group's 2014 AGM held in Birmingham was combined with the 'Collecting Archaeology' workshop.</p> <p>Three Committee Members attended the launch of the Chartership of IfA in December: Duncan, Helen and Rebecca. One member of the committee is to be present on the Advisory Council (Helen Parslow) and will be able to feed back any information into the Group.</p> <p><i>Membership</i></p> <p>The group's current membership for 2014/2015 is 529 (CIFA) an increase of 120 on last year's figures, and 28 (non-CIFA), a reduction of 18 on last year's figures.</p>	

	<p>The group's Facebook page currently has 347 'Likes'.</p> <p>The group's Twitter page has rapidly gained followers, thanks to Nicky Powell's input, and is currently at 108 followers.</p> <p>Facebook Page: http://www.facebook.com/pages/Archaeological-Archives-Special-Interest-Group/409131725829669</p> <p>Twitter Page: https://twitter.com/ifa_archives</p> <p>G-Mail: archaeologicalarchives@gmail.com</p> <p><u>Treasurers report – archives group 2014-15</u></p> <p>Incoming</p> <p>At the beginning of the year the group asked for and got £800 from IfA for expenses for the year (this was to cover expenses for committee meetings etc)</p> <p>We also held a AGM /Collecting Archaeology Event in April so were awarded £300 towards that to cover venue and speakers costs</p> <p>We had two more workshops and a Plenary Event and were given £40</p> <p>Today's event we were awarded £400</p> <p>From Non-ClfA members (currently 28) we have had £280</p> <p>Workshops brought in another £194</p> <p>It's not just the Box sizes Event = £290</p> <p>Therefore total incoming = £ 2664</p> <p>Outgoings:</p> <p>Travel costs for year for committee (and speakers), for committee meetings, group forum, Plenary event and workshops = £1144.32</p> <p>Hire of rooms – Workshops, events and plenary = £959.21</p> <p>Plus Staffordshire museum tour £55</p> <p>Total spend = £2040.53</p> <p>NB- Incomings will slightly differ as some of the incomings from the workshops may be doubled up in the subs for non-ClfA members as this was included in the payment</p>	
5.	<p>Election of Committee</p>	
	<p>Emma Wells (elected as Ordinary Member at last AGM) has stood down from the Committee.</p> <p>Standing for election: Ellen McAdam - Ordinary Committee Member</p>	

Anooshka Rawden - Ordinary Committee Member

The group voted unanimously to appoint the above to the committee.
No members of Committee required re-election.

Current Committee and Terms Served:

Duncan H Brown	Chair	Elected	30/03/2011		Re-elected 30/04/14
Helen Parslow	Treasurer	Elected	06/03/2012	Committee Member since 30/03/11	Re-elected 30/04/14
Becky Sillwood	Secretary	Elected	30/04/2014		
Lorraine Mephram	Ordinary Member	Elected	30/03/2011		Re-elected 30/04/14
Sam Paul	Events Co- Ordinator	Elected	08/05/2013		
Theodora Anastasiadou- Leigh	Ordinary Member	Elected	30/04/2014		
Ellen MacAdam	Ordinary Member	Elected	25/03/2015		
Anooshka Rawden	Ordinary Member	Elected	25/03/2015		

6. ClfA Conference 2015

Sam Paul reported that the AAG are jointly organising a conference session with the Society of Museum Archaeologists (SMA), which will be an extended, three-quarter day session, on 'The future of archaeology has been shelved'. This will explore the current crisis in archives, and what we can do about it.

7. New ClfA logo

Due to the recent ClfA re-branding, all special interest groups now have a new corporate logo, in varying colours – AAG's is grey.

7. New Group Priorities

The new priorities of the Group, as formulated at the plenary session following the 'Best Practice' workshops, were presented:

- Continue to provide information of what an archaeological archive is, in order to address poor understanding of the significance of archiving (which often results in poor resourcing).
- Provide advice on the initiation and monitoring of projects especially in areas where there is little or no provision for the long term curation of the archive.
- Collaborate on the production of guidance for the creation, compilation and deposition of digital material for archive.
- Work with others to address the lack of archaeological archive expertise and resources across the sector.
- Provide advice on the retrospective rationalisation of archive material in store.

8	AOB	
	There was no other business.	
9.	Date of next meeting	
	Date of the next AGM will be decided at a future committee meeting. Date of next committee meeting Tuesday 19 May 2015.	