

## IfA Finds Group AGM December 2013

12 Noon, 03/12/2013  
Mortimer Wheeler House, 46 Eagle Wharf Road, London, N1 7ED

### AGM Agenda

Present – P Mills (PM), M Parker Wooding (MPW), J Parker Wooding (JPW), D Brown (DB), J Bowsher (JB)

Agenda Number	Agenda Item	Discussion/Description	Action (Initials)
1.	Apologies for absence	Michael Lewis Stephen Brunning Amanda Forster No word from Andrew Jones	AF/JPW to contact A Jones?
2.	Minutes of last AGM	Previous (2012) AGM Minutes approved	
3.	Matters Arising	Covered in section 8 of agenda.	
4.	Chair's welcome and opening remarks	PM – Welcome of 2nd year of 2nd term of Dr Mills tenure as Chair of the FSIG.  Dr Mills reports that sadly no progress made on day school organisation. Advanced plans for getting day school back on track.  List of specialists approved but just need to arrange into a usable format. This will be solely IfA members at present.  S&G for evaluations – finds work needs assessment  Late prehistoric finds group – have website  Model Contract – no further comments following review	PM to finalise     PM to finalise  PM to finalise
5.	Secretaries Report	MPW gave brief synopsis and stressed need to recruit more committee members	MPW/JPW to look into possible co-opting
6.	Treasurer's Report	Treasurer is absent so mini-synopsis given by JPW Short of target of 15 non-IfA members but day school has not occurred. Hopefully we will recruit there. Within Budget	
7.	Elections to committee	Four spaces free according to JPW	

		<p>Potential to co-opt for next committee meeting?  Mail-shot to members/AEA? Explain that IfA pays expenses etc</p>	<p>MPW/JPW to send out information to potential members including JB</p>
<b>8a.</b>	Three-year plan	<p>Comment and accept for next three years Committee to discuss three year plan at next meeting – circulate to members  Committee members to help produce FSIG 3 year plan</p> <p>Other matters discussed included:</p> <ul style="list-style-type: none"> <li>• List of members</li> <li>• Standards and Guidance</li> <li>• Day School</li> <li>• Recruit members</li> <li>• Survey of finds teaching – survey monkey</li> <li>• Grey Literature Review - <ul style="list-style-type: none"> <li>➤ Paul Blinkhorn finished review of PM pottery in three counties</li> <li>➤ DB states would be good for EH to receive a proposal to widen the grey lit review – just pottery? PCRG/RPRG/MPRG have all produced S&amp;Gs individually and are working to produce a joint one</li> <li>➤ DB to continue involvement but as member of EH, cannot put in proposal</li> <li>➤ PM to continue CBM assessment</li> <li>➤ EH publications are good benchmark for groups to tailor to their own needs</li> <li>➤ Local type series – need to ensure there is sufficient detail on finds for comparison</li> <li>➤ Lack of names within reports</li> <li>➤ All leads into need for training – specialists, non-specialists and site staff</li> <li>➤ Education of people</li> <li>➤ Training &amp; Surveys – assess training needs and extent</li> </ul> </li> </ul>	<p>Produce and circulate 3 year plan – All committee members to aid in this</p> <p>DB to follow up on Grey Literature Review</p>
<b>8b.</b>	2014 Projects	<p>IfA member specialist list</p> <p>Finds competency matrix</p>	

		<p>Training in archaeological finds</p> <p>Day school planned for 2014</p> <p>AF to circulate three year plan information 2014 plus!</p> <p>Align three year plan with basic aims and principles and policy statement</p> <p>Policy statement – is it complete?</p> <p>Circulate policy statement –</p> <p>Check for interested members to help with 3 year plan</p>	<p>MPW to check this and circulate around FSIG</p> <p>MPW to circulate if completed</p>
<b>8c.</b>	FSIG Newsletter	<p>Additional Issues/bulletins Newsflashes etc – happy for this to happen</p> <p>Need to ensure we have sufficient content in advance of newsletter</p>	<p>Inform SB</p> <p>General call for articles/contributions?</p>
<b>9.</b>	AOB	<p>Organic Finds Day – need to set date March? May? Do we have enough time to organise? DB says if two events, May and Oct are good dates</p> <p>Next meeting January 22<sup>nd</sup> 2014? London?</p>	<p>JPW to look into working with AJ/AF to arrange?</p> <p>TBC</p>

*Apologies should be forwarded to the Group Secretary if anyone cannot attend the next meeting.*

*Please email Matt on [mattparker43@gmail.com](mailto:mattparker43@gmail.com) if you need anything or have any queries.*

*Next meeting date and venue to be determined ASAP*