

Information Management Group (IMSIG)

27 Sept 2022, 10:00 AM

By Zoom Meeting

AGM Minutes

Present:

Lianne Birney (CifA), Megan Keates (CifA) Gary Duckers (Secretary), Eileen Kerhouant, Jessica Irwin, Katie Green, Simon Parsons, Michael D’Aprix, Martin Locock

1.	Apologies	Action
	Theodora Anastasiadou, Laura O’Connor, Emily Plunkett	
2.	Previous AGM Minutes	
	The minutes of the last AGM, held in January 2021 via Zoom, were accepted at an earlier committee meeting on 6/10/2021	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> None 	
4.	Secretary’s welcome and opening remarks and report	
	<p>In absence of a serving chair, this opening statement is by Gary Duckers, IMSIG Secretary</p> <p>Due to illness of committee members thorough 2021-22, events planned by IMSIG have been limited. We attended the CAA conference in Edinburgh to promote the committee. There are some forthcoming changes in the IMSIG Committee which has dominated available time during this year’s committee meetings. Our Chair and Treasurer and one ordinary committee member, have served their full term in office and have stepped down formally at this AGM. In addition to appointing members to these roles we have sought to fill four vacancies for ordinary committee members at this AGM.</p> <p>I would like to thank our outgoing Chair, Treasurer and committee members for all their work with this committee during their period of service.</p>	
5.	Secretary’s Report	
	<ul style="list-style-type: none"> My main role is to facilitate IMSIG committee meetings are properly minuted and available to the group membership on the CifA/IMSIG website. All minutes from 2021-22 are now 	

available that will shortly be made available on the CIFA/ IMSIG website. Minutes from this AGM will also be made available as soon as approved.

6. Treasurer’s Report

Background

In common with other ClfA special interest groups IMSIG does not hold a separate bank account to the main ClfA central fund. Instead, we bid to ClfA council for budget as needed on an annual cycle. (See budget guidelines GT5.1). Separate budget applications are made for:

- Committee activity
- Event and promotional activity

Agreed funds are spent by central ClfA admin staff on our behalf. The Treasurer does not hold a cheque book or manage payments. A notional ‘income’ for the group is generated by the recruitment of non-ClfA members to the group. Non-ClfA members currently are charged £10 for membership of IMSIG. The reporting role of Treasurer therefore is simply to report on the application for funds (Income) and the appropriate expenditure against the assigned budget.

The broader role is to contribute financial planning to the general planning work of IMSIG committee, such that funds can be applied for to support projects and initiatives from the group.

Income

For 2022/23 IMSIG applied for budget for:

- AGM (just travel/ venue expenses, associated events should be funded via the Events budget) - £150

Total £150.00

Expenditure

Committee	
1. Committee travel	£0
2. Groups Forum (Chair or one elected representative, two meetings per annum)	£0
3. Other travel expenses	£0
4. AGM (just travel/ venue expenses, associated events should be funded via the Events budget)	£0
Total	£0

		(i.e., underspent by £150.00)	
	Information supplied by the outgoing Treasurer Doug Rocks-Macqueen		
	March 2022		
7	Election to Committee		
	<ul style="list-style-type: none"> 8 applications were received to serve on the committee. On a first-come-first served basis the first 6 of these were co-opted onto the committee. Two members also indicated the willingness to serve as Chair and Treasurer. Michael D'Aprix is to serve a Chair and Laura O'Connor will serve as Treasurer. Eileen Kerhouant, Emily Plunkett, Jessica Irwin, Katie Green will serve as Ordinary Committee Members. 		
8	AOB		
	<ul style="list-style-type: none"> There was a discussion to generate ideas for our next 3-year plan. Martin Locock suggested looking at the application of FAIR principles in practice within archaeological organisations with the aim of developing best practice across the sector. There are significant challenges faced by organisations trying to meet FAIR principles particularly in retrofitting legacy datasets and/or archives to meet standards. As such this topic will be considered for inclusion in the 3-year plan as the next committee meeting. 		
9	Next AGM		
	<ul style="list-style-type: none"> To be confirmed. There being no more business the AGM was declared closed at 11.00 am. 		GD