

Information Management Group (IMSIG)

Monday 7 October 2013
Costa Basement, Piccadilly, London

Minutes

Present: Martin Newman (Chair), Edmund Lee (Treasurer), Colin Forrestal (Secretary), Hugh Corley, Ben Wallace & Sarah Howard (CBA).

1.	Apologies	Action
	There were apologies from Sarah Orr and Lorna-Jane Richardson.	
2.	Previous Minutes	
	The previous minutes were accepted.	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • The IfA Membership Services Coordinator, Lianne Birney was contacted and officers and IMSIG committee member's details were passed on. • IfA Membership Services Coordinator, Lianne Birney was contacted and the group are required to have formal minutes and Agendas. Template provided and adapted. Formal minutes to be prepared as well as Agenda templates. • Concerning committee and group mailing lists, access and permission to add, amend and delete members of list given to Secretary. Lists undergoing change. • Membership Services Coordinator, Lianne Birney was contacted and has provided a current spreadsheet list of members, email addresses to be found in Yearbook. • Old Committee members removed from committee emailing list. 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
4.	York TACOS Event – Friday 21 March 2014	
	<ul style="list-style-type: none"> • TACOS – (Towards A Collaborative Strategy for sector information management) event is being hosted by CBA at the University of York the purpose is to: <ul style="list-style-type: none"> ○ Review current trends and developments to facilitate collaboration with training for prospective collaboration. • Format is a series of: <ul style="list-style-type: none"> ○ Keynote speeches to be 15 minutes on various subjects ○ Disperse into 'interest' groups and discuss ○ Groups to gather back and partake of open discussion with 'interest' groups picking up on relevant points in discussion. • Event divided into 3 sessions. <ul style="list-style-type: none"> ○ Morning – 3 Key note speakers plus break away sessions and session debates. ○ Afternoon – Final Keynote Speaker plus breakaway and debate. Followed by setting up of working groups to set 	

	<p>agenda.</p> <ul style="list-style-type: none"> • Themes: <ul style="list-style-type: none"> ○ Information Creators (Capture / Recording / Management / Archive) ○ Ongoing Uses and Access – (Dissemination / Analysis / Reuse) • CBA as hosts: <ul style="list-style-type: none"> ○ Advantage in accessing community / voluntary and amateur sectors. ○ Investigate access to IfA archives, ADS and Oasis • Agenda for Event to include: <ul style="list-style-type: none"> ○ Information Responsibility ○ Unlocking current data that is held tackling concerns on both non publishing and archiving. ○ Creation of Archaeology Training Forum – indentifying lead to interest groups. ○ Key note speeches thus very important. • In addition the bid to IfA central funds for providing bursaries for a wider audience to attend was successful. IMSIG has confirmation that £500 will be made available. Decided that IfA will be the contact and administrators for these bursaries. • Mix is very important. • Need to advertise event. 	IfA
5.	IfA Annual Conference 2014	
	<ul style="list-style-type: none"> • Consideration of IfA conference session postponed to a later meeting. 	HC/LR
6.	Revision of Social Media Guide	
	<ul style="list-style-type: none"> • To be considered at a later meeting as a revised social media guide is required. 	All
7.	Proposal for IMSIG Wiki Development	
	<ul style="list-style-type: none"> • To be considered at a later meeting for an IMSIG lead wiki development. 	All
8.	AOB	
	There were no ANOB items raised.	
9.	Next Meeting	
	<ul style="list-style-type: none"> • Wednesday 12 February @ 12.30pm by EH conference call 	