



## IfA Finds Group

### Committee Meeting

Wednesday 21<sup>st</sup> September. Held at the Dock Traffic Office, NML, Albert Dock, Liverpool.

Members present: Birgitta Hoffmann (BH), Teresa Gilmore (TG), Michael Lewis (ML)

1.	<b>Apologies for absence</b>	<b>Actions</b>
	Stephen Brunning, Andrew Jones	
2.	<b>Minutes of last Committee Meeting</b>	
	Accepted on a general aye.	
3.	<b>Matters Arising</b>	
	BH - New voluntary & communitary archaeology SIG, founded by Susie Thomas (ST). BH suggested that we do a liaison group between FG & V&CA, trade expertise. ST had a feeler group with the CBA. Main difference between IfA & CBA is that the CBA is more individuals, & IfA are more professional trying to get volunteers for their digs.	<b>BH</b>
4.	<b>Chair's Welcome</b>	
	<p>BH - Welcome. Report from the IfA central Groups Forum meeting, first of several meetings with the groups. 1<sup>st</sup> meeting in Reading. Next meeting is in Edinburgh on 8<sup>th</sup> Dec. List of roles &amp; rules for every committee member. Blogs etc must go through IfA central. 8 points of grievances raised as points for the next meetings. First point will be Discipline procedure as SIG need to be involved and act as either jury / judge. Apparently should get copies of the minutes of all IfA Council meetings.</p> <p>TG - No invitations received to attend council meetings or get copies of the minutes.</p> <p>Web page editing – BH - tutorial available on webpage, so can be followed through. Same language as used on Facebook. Council adamant that full committee positions must be held by full IfA members, not non-IfA.</p> <p>TG- If non IfA members are allowed to join, they should have the same rights.</p> <p>BH: Need to submit an annual report. TG to write summary to go on the webpage.</p> <p>BH - Encourage CPD, events should be run as CPD as much as possible. If done as CPD, Central will help towards the finances. They can supply certificates if we require.</p> <p>BH - CPD logs can't easily be planned a year in advance, ideally 6 months.</p>	<b>TG</b>

	<p>ML - BM have yearly appraisals, with 6 monthly reviews.</p> <p>BH - For committee members, can do museum trips following Committee meetings as CPD.</p> <p>BH - Look at IfA webpage, and check it is up to date. Check the right committee details etc.</p> <p>TG -Suggest Stephen Brunning to update webpage. SB: contact KW, explain mobility problems &amp; ask for training.</p> <p>TG &amp; BH: to contact KW about committee minutes &amp; minutes from the meeting.</p>	<p><b>BH</b></p> <p><b>TG / SB</b></p> <p><b>BH / TG</b></p>
<b>5.</b>	<b>Secretary's Report</b>	
	<p>TG - Apologies for not doing much over the last 6 months. Situation will change soon as will be between jobs &amp; have more time.</p> <p>TG - Mailing list still working fine. All committee members have the right to moderate &amp; send out emails to the membership. TG to see if SB is happy to take over the running over the mailing list.</p>	<b>TG / SB</b>
<b>6.</b>	<b>Treasurer's Report</b>	
	BH - We now have a budget. Financial year: Apr to Apr. Some doubt about claiming travel expenses for the Conference/AGM. Next conference is Oxford. Requests for funding by 1 <sup>st</sup> November.	
<b>7.</b>	<b>Budget</b>	
	<p>Travel expenses can be claimed. Total pot of £600 for travel expenses. Either break even or keep under £1500 for the year. We can keep £10 of non-IfA members, but it is Secretary's responsibility to lean on them to become IfA members.</p> <p>BH - Travel expense forms available to claim. 2<sup>nd</sup> class train tickets only.</p>	
<b>8.</b>	<b>Training Days</b>	
	<p>ML - Try to boost relations with FRG etc. I.e. offer to help out with the organisations / running of the day. Get IfA CPD stamp &amp; get Central to help contribute towards costs.</p> <p>ML - Society of Antiquaries used to do Exhibit sessions. A curator talks about latest exhibition &amp; then do show &amp; tell. Also see if we can do local museum talks &amp; show &amp; tell.</p> <p>BH - Need to talk to AJ about Arch Sci group &amp; see what they need.</p> <p>ML- Need to come up with popular events.</p> <p>BH - See if can do events on Saturdays. Can maximise attendance on weekends.</p> <p><i>Action: ML &amp; TG to contact FRG about doing joint CPD events. ML to put feelers out with museums. ML: Will see if can organise a BM gallery tour with a relevant curator.</i></p> <p>TG - AJ suggested that we cancel AnBn/HB day as bit late to organise now, &amp; Sheffield Uni have done something similar. Leather workshop still on hold, due to source of wet leather.</p>	<b>ML / TG</b>

	<p>BH - Vindolanda has more leather, try them. Contact Andy Birley &amp; see what he thinks. TG to contact.</p> <p>BH - Community Archaeology session with Susie Thomas still under negotiations.</p> <p>BH - Will talk to Hadrianic Society about getting involved with their Military equipment session next year in Durham. BH to investigate.</p>	<p><b>TG</b></p> <p><b>BH</b></p>
<b>9.</b>	<b>IfA Conference</b>	
	<p>BH - AJ's session 2011 Conference went really well. Especially the free wine reception.</p> <p>BH - Still don't know if 2012 session will be accepted. Phil is organising it, so contact him for more details. Need more speakers, so if you know anyone who is interested, then please get them to contact Phil.</p> <p><i>TG / ML - Get Danielle to speak about her site &amp; the liaison between the different groups. TG to pass Phil's contact details to ML. ML suggest talk about excavation of findspots i.e. which ones get excavated &amp; which ones don't. Quite often down to local resources.</i></p> <p>BH - Maybe link PAS to the session &amp; get FLOs to talk about excavations of their findspots. Some are done by the FLO, others done by volunteers.</p> <p>ML - Happy for that to happen. Need to talk with Phil.</p> <p><i>Action: BH to sound out session organisers (Geoff &amp; Phil). If get approval. ML will organise PAS sector.</i></p> <p>ML - Thinks that the Heritage Crime session has been accepted.</p>	<p><b>ML / TG</b></p> <p><b>BH / ML</b></p>
<b>10.</b>	<b>Training (NVQs)</b>	
	<p>BH - Need to feed in feedback on National Occupation Standards, for the review of the NVQs. Action: ALL COMMITTEE MEMBERS ASAP to get a more FINDS orientated approach.</p> <p>TG/ML - Get Gary Crace's (IfA Bursary in Sussex) feedback on the NVQ.</p> <p>ML: NVQ can formalise volunteer experiment but it may not guarantee a job.</p> <p>BH: Adult Education seems to be missed on a suitable career for archaeologists according to IfA Central. Public perception of NVQ L1 is for those who can't read or write.</p>	<p><b>ALL</b></p> <p><b>ML / TG</b></p>
<b>11.</b>	<b>Archives &amp; Archiving</b>	
	<p>New Archives group set up. Plan to keep FG &amp; Archives group working closely together.</p> <p>BH - Talked to Duncan. Exploring cooperation with Archive &amp; Museum meetings. Date of next meeting not set by 18<sup>th</sup> August.</p> <p>TG - AJ happy to attend Archive SIG meetings.</p> <p>ML - Also happy to attend Archive SIG meetings on behalf of the FG.</p>	
<b>12.</b>	<b>Review of Standards &amp; Guidance - update</b>	
	<p>S&amp;G – TG: to resend round committee for comments. Not urgent.</p> <p>BH - Central will probably offer changes anyway to make them compliant</p>	<p><b>TG</b></p>

	with their rules & regulations.	
<b>13.</b>	<b>Conditions of Contract for Specialists - update</b>	
	No change from before, no update from Phil.  BH - Contract may not work in reality & hard to enforce.	
<b>14.</b>	<b>Group reports &amp; Reports to Committee</b>	
	BH - Geophys just setting it up. Own S&G but not quite in agreement with Central. Underwater has reached worldwide recognition as the group to be a member of for Underwater archaeology. Illustration still trying to set up. Would appreciate a session with FG on requirements for finds illustration / modelling / photography.  TG: SWG working on technical paper with Illustration group on recommendations for publishing samian illustrations & rubbings.  BH - Probable long term project, work with the Illustration group to promote modern requirements for finds drawing & publications, in particular for journals.  TG - Is it worth talking to the Illustration group about editing the technical paper & bringing it up to date. BH offered to talk with the Illustration group on 8 <sup>th</sup> Dec.  TG - Prospect are repromoting their Archaeology Branch, and have called for volunteers for committee. TG will volunteer to stand for committee but not as a full position, to provide Finds/PX PoV.	BH   TG
<b>15.</b>	<b>Newsletter</b>	
	TG - Spring Newsletter out, very impressed. SB has put a call out for the next edition.  ML - Happy to collate a mystery / strange finds contribution for the Newsletter.  TG - Will write up the FRG meeting in York for newsletter	ML  TG
<b>16.</b>	<b>A.O.B.</b>	
	None	
	<b>Dates of Next Meetings</b>	
	1. 8 <sup>th</sup> December – Group Meeting in Edinburgh – BH to attend. Other committee members can attend it if they want. 2. Wednesday 18 <sup>th</sup> January – BM. ML to book room. 1pm. Possible chance to visit an exhibition. 3. AGM at 2012 Conference – 18 <sup>th</sup> -20 <sup>th</sup> April. TG to request afternoon session & AGM following. Committee meeting over lunch. 4. September – sometime after 26 <sup>th</sup> .	TG
	<b>End of committee meeting</b>	