

Information Management Group (IMSIG)

24 July 2014, 11.00
E.H Conference Call

Minutes

Present : Hugh Corley (Chair), Edmund Lee, Martin Newman, Ben Wallace.

1.	Apologies	Action
	Sarah Orr	
2.	Previous Minutes	
	Accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • Time and venue of IMSIG AGM on Thursday 10 April needs clarifying. CF to contact LB. • Newsletter – Four articles received. Deadline postponed. 	Completed Ongoing
4.	Report IfA Group Forum Meeting	
	<p>EL reported back from the meeting yesterday. The day was divided into two sections:</p> <ul style="list-style-type: none"> • Groups forum development discussion <ul style="list-style-type: none"> ○ Group membership list to be circulated by Amanda Forster we have 423 members (1 non-IfA member) ○ Guide for delivering group events is being developed and IfA now have a video recorder that can stream straight to YouTube available for group use ○ Social Media – What is the best approach? ○ IfA setting up group ambassadors – represent the IfA & their special interest group, for more information check out the website http://www.archaeologists.net/ambassadors ○ Recruitment drive focused on registered organisation • Competency matrix workshop <ul style="list-style-type: none"> ○ Support and assist validation committee with more insight into what work at different grades will represent ○ EL to circulate a validation grid to committee 	EL
5.	TACOS (Towards A Collaborative Strategy for Sector Information Management)	
	<ul style="list-style-type: none"> • The IMSIG committee was present and held its planned committee meeting after the event which was considered a great success. 	
6.	FISH Meeting Feedback	
	<ul style="list-style-type: none"> • HC attended the FISH Meeting on the 10th June 2014. One of the issues to come out of it was the need for a way of communicating with commercial developers. HC raised this as something IMSIG may be able to assist. • Draft a survey asking members for priorities. Contact AF to obtain log-in information for Survey Monkey account 	HC
7.	Proposed 3 Year Plan	
	<ul style="list-style-type: none"> • Contact AF for examples of and template form for 3 year plan and draft a proposal 	HC

	<ul style="list-style-type: none"> Plan would benefit from survey of members. 	HC
8.	ALGOA/HER	
	<ul style="list-style-type: none"> BW reported that 'Informing the Future Past' is being updated to become IFP3 which will be reviewed by English Heritage. It aims to look for a more sustainable way of maintaining future versions by the community, a Wiki that can be responsive to changes in a controlled way. Version 3 will be in perpetual Beta with more hyper linking and non-linear reading. HER Outcomes Framework – successful workshop on how to develop the framework. Aiming to get this developed by the community. HER Strategy being developed to go to ALGOA/HER as a document and linking together with several other strategies Information Access Strategy being developed as well 	
9.	AOB	
	<ul style="list-style-type: none"> EL reported that the wiki has become inactive due to lack of use; EL is investigating re-activating it. 	EL
10.	Next Meeting	
	<ul style="list-style-type: none"> 15 September 2014 – 10.00 hrs by conference call. 	