ORDINARY MEETING - MAY 1st 2025: 1:00 PM, Online.

Draft
MINUTES

Agenda Point		Action (Initials)
1.	**Apologies for absence with statements reminder (standing item)** **Present** LO'C - Laura O'Connor (Chair) KG - Katie Green (Secretary) JI - Jessica Irwin (Advisory Council & Group Rep) TA - Theodora Anastasiadou (ordinary member) TC- Thomas Cromwell (ordinary member) **Apologies** CB - Cara Burton (CIFA rep) EK - Eileen Kerhouant (ordinary member/Student Rep) SP - Simon Parsons (consultant member) GD- Gary Duckers (consultant member), **Statements reminder** - CIfA statement about dignity and respect - Competition law statement of compliance	N/A
2	**Previous Minutes** Previous minutes agreed. **ACTION:** LOC to send to Cara Burton after next meeting.	LO'C
3	**Matters Arising** **n/a**	
4	**Standing Item: Advisory Council Feedback (if applicable)** JI not present at the meeting (15th May) but provide update from minutes on: - A training advisory panel is being set up, led by AC with input from **SIGs,** Validation Committee and Registration Committee (Organisations). Anyone interested should contact kate.geary@archaeologists.net - The creation of a CIfA blog as a communication channel was discussed further. Initially this will be open for submissions from AC, Registered Organisations, **Special Interest and Area Groups** and external organisations. Guidance will be developed for this.	

	● Next meeting 16th July.	
5	**Standing Item: Budget Update** Budget submitted and £600.00 received to cover in person meeting. No IMSIG meeting took place at CIFA 2025, will explore this for CIFA 2026 once venue is confirmed. Still got budget for promotional meeting. Possibly meet at CAA UK. CIfa 2026 in Edinburgh.	
6	**Standing Item: Group Documentation (if applicable)** Annual report due. Katie drafted it up , Laura edited it, **ACTION:** KG to share with group.	**KG**
8	**Standing Item: FISH/HEIRNET Update (if applicable)** No news to report. A meeting is upcoming.	

9	**Standing Item: Communications**
	
	● **X Update LO'C**
	
	The X account is scheduled to be closed. LOC requires GD's assistance, as the original account holder, to obtain the necessary verification code. They will work to resolve this by the end of May.
	
	ACTION: LO'C to meet with GD to finalise account closure
	
	● Website (including bios), resource
	
	    ● [Resources pag](#)e still needs updating.
	
	ACTION: ALL to Add links to resources document. Live in July.
	
	● Groups communications channel?
	    ○ For real time conversations.
	    ○ Emails still for pushing out info.
	    ○ Discussed, whats app, slack, teams, knowledge hub.
	
	ACTION: Laura to look at knowledge hub.
		LO'C
		
		ALL
		
		LO'C

10	**Conference/Event/Workshops** ● *DigiTea*	

	○ Well attended digital tea sessions so far. ○ We now have our own YouTube channel. ○ When/what can we share **ACTION:** LOC to check with CIFA and speakers. ○ Suggestions for winter - spring series: ■ Dan Pett ■ Bob Marshal ■ HSDS - Julian Richards / Jo Tozer ● Maybe November after the launch ■ TETRARCHS ● January/Feb	
	ACTION: Send any other suggestions to LO'C.	**ALL**
	ACTION: LO'C to email suggested speakers and work with KG to confirm Julian Richards talk.	**LO'C**
	● *Innovation Festival* IMSIG will host a session at the Innovation Festival. One potential session theme IMSIG could lead is AI in Heritage e.g. *Heritage and AI: Navigating a Changing Landscape.* Speaker suggestions - Iris Kramer, ARCHology and Robots project.	**KG, LOC**
	ACTION: LOC to confirm dates. Once set KG to reach out to ADS contacts.	**ALL**
	● Technical Series/drop in sessions **KG/TA/ALL** ○ Could turn digital toolkit into cpd session? ○ Explore funding to pay speakers so this can be a technical series with paid speakers. ○ But also have a drop in session for help and advice. ○ What could the topics be, what are teh questions people ask. ○ Discussion about using teams to moderate questions rather than people actually asking vocally in session and also send them in advance. ○ Could be called IM SOS	
	ACTION: LO'C to talk to cifa about how it could work.	**LOC**
11	**AOB**	**ALL**

| | The ADS is considering developing APIs (Application Programming Interface) to enhance how you can access our datasets and metadata and has a survey to out. This survey aims to understand what would be most useful to you. Whether you're familiar with APIs or not, your input is valuable! We're focusing on potential uses rather than technical aspects, so don't worry if you're not tech-savvy. | |