

ClfA Archaeological Archives Group

Thursday 26 September 2024, 13:15

The Chester House Estate, Claudius Way, Wellingborough, NN8 2DH

AGM Minutes

Committee Present: Hazel O'Neill - H'ON, Helen Parslow (Treasurer) - HP, Jasmine Tomys - JT, Jessica Irwin - JI, Katherine Hamilton - KH, Kerry Whitehouse - KW, Samantha Paul (Chair) - SP, Teagan Zoldoske - TZ, Victoria Sands (Secretary) - VS

Agenda Point		Action (Initials)
1.	Apologies for absence JT and TZ <ul style="list-style-type: none"> - ClfA statement about dignity and respect - Competition law statement of compliance 	
2.	Minutes of last AGM The recording of 2023 AGM is available at https://www.archaeologists.net/groups/archives , were accepted by committee.	VS
3.	Matters Arising No matters arising.	
4.	Chair's Welcome and AGM Report SP welcomed the group and advised of the groups aims (below). This AGM will briefly run through a secretary's report, treasurer's report, advise on changes to our committee, and discuss the committee's plans for over the next year. Any questions, thoughts or problems, please contact the committee at archaeologicalarchives@gmail.com . <u>Group aims:</u> <ol style="list-style-type: none"> 1. to focus upon issues relating to professional standards, best practice, advocacy and access 2. to promote of awareness of archaeological archives within the profession 3. to represent the interest of those working with archives to ClfA Council and in all ClfA activities 4. to hold seminars and workshops to facilitate the above 5. to establish relationships with other groups associated with archaeological archives 	
5.	Secretary's Report VS advised that in 2023/2024 the committee had three online meetings and an in-person AGM. The dates of these were September 2023, January 2024, April 2024, and May 2024. Meetings mostly focused on planning for the AGM, answering queries received, and giving feedback. Some members of the committee attended an additional meeting in February 2024 to discuss social media responsibilities. The year is centred around our main event – the AGM and day conference.	

	<p>Additionally in 2023/2024, the committee corresponded regularly via email to discuss and respond to archiving enquiries including specific queries in relation to paper and digital archiving. We also gave feedback on the HE and SMA 'Transfer of Title Toolkit and Model Contract' and provided representation on the OASIS V Project Management Board.</p> <p>Currently the group has the most members that it has ever had, including 245 MCIfA members, 137 ACIfA members, 86 Affiliate members, 46 Student Members and 27 Non-Members. Total: 716 members.</p>	
6.	<p>Treasurer's Report HP presented the group accounts for 2023-2024 as follows.</p> <p>The AGM/day conference in 2023 which was run in combination with the CIfA Finds Group was very successful. We did have to increase our ticket costs for the 2024 AGM to reflect inflation and the included lunch and tour of the ARC facilities offered this year.</p> <p>Income for 2023/4 totalled £675.00, from conference income and non-CIfA membership fees. Expenditure totalled £896.28 mostly for committee and speaker's travel to meetings and the AGM/day conference. However, the AAG accounts were in credit from previous years, so this is acceptable. The accounts currently stand at £XX.</p>	
7.	<p>Elections to Group Committee and Advisory Council representative Changes to the names and positions of committee members are listed below, including the continuing members, and the new, successful candidates that are joining the committee this year. Congratulations and welcome to Theodora, Katie and Jason!</p> <p>2023/2024 Previous Group Committee:</p> <p>Chair: Sam Paul – Stepping down to OCM Secretary: Vikki Sands Treasurer: Helen Parslow OCM: Jessica Irwin OCM: Hazel O'Neill – Term ending after 6 years on the committee OCM: Kerry Whitehouse OCM: Teagan Zoldoske – Leaving committee Co-opted : Jasmine Tomys Advisor: Katherine Hamilton</p> <p>2024/2025 Current Group Committee:</p> <p>Chair: Theodora Anastasiadou Secretary: Vikki Sands Treasurer: Helen Parslow OCM: Jessica Irwin OCM: Sam Paul OCM: Kerry Whitehouse OCM: Jasmine Tomys OCM: Katie Green OCM: Jason Cumberworth</p>	

	<p>Advisor: Katherine Hamilton</p> <p>Continuing Advisory Rep: Sam Paul</p> <p>Groups Rep: Vacant – to be discussed at next meeting</p>	ALL
8.	<p>3-Year Plan review</p> <p>We have had regular committee meetings as stipulated in our three-year plan, and are exceeding our predicted membership numbers. No tea break this year, but we aim to look into this once we have interpreted our survey results.</p> <p>Accepted unanimously.</p> <p>Current 3-year plan (2023-2026) is available for viewing at https://www.archaeologists.net/groups/archives, if there are any issues with this, please contact the committee at archaeologicalarchives@gmail.com.</p>	
9.	<p>Communications</p> <p>The AAG is currently contactable via the;</p> <ul style="list-style-type: none"> Email address: archaeologicalarchives@gmail.com CIfA AAG website - https://www.archaeologists.net/groups/archives Facebook page (2845 followers) – https://www.facebook.com/ArchaeologicalArchivesGroup X page (514 followers) - https://x.com/ifa_archives <p>The committee seeks to answer queries via email, keep its website up to date, post/share relevant information onto its social media pages Facebook and X.</p> <p>A Group Survey was undertaken in 2023, and HP advised that she is working on interpreting the results for these so that they can be shared.</p>	
10.	<p>AOB</p> <p>SP finished with a thank you to David Ingham for organising this conference, Ben and the ARC for hosting us, and to the speakers and attendees who travelled to be here with us.</p>	
11.	<p>Date of the next committee meeting, and future events.</p> <p>The committee's next official meeting will be in January 2025; however they will meet before Christmas to specifically discuss the archives competency matrix.</p> <p>The next AGM and day conference will be in September 2025.</p>	ALL