

Committee Meeting: Tuesday 22 July 2025 11:00-12:30 Online – Microsoft Teams Minutes

Present: Theodora Anastasiadou (Chair), Cara Burton (CIfA), Jason Cumberworth, Katherine Hamilton, David Ingram, Helen Parslow (Vice-Chair), Victoria Sands (Secretary), Jasmine Tomys

Agenda Point		Action (Initials)
1	Apologies for absence	(IIIIciais)
_	• KG, JI, SP, KW	
2	Minutes of the previous meeting	
	all happy with previous meeting minutes	
3	Matters arising	
	3.1 Short overview of last meeting	
	3.2 AAG conference, 25 September 2025	
	The focus of this meeting was to iron out the final details for our conference in September.	
	clarification on speaker expenses and transport	
	 speaker expenses – agreed that we would go for the upper limit noted for speaker expenses (£80) to be on the safe side, although not many speakers had identified that they would require expenses 	
	 committee confirmed that we would not be using a minibus this year but would 	
	include option on conference tickets to ask if attendees needed support getting from	
	the train station to the venue. If necessary some members of the committee could offer a lift in their private vehicles	ALL
	• filming of the conference	
	 unfortunately we did not have the ability to make this conference hybrid, but the AAG committee agreed that filming the conference and making it available afterwards would be the best alternative for accessibility 	
	 the venue does not have filming capacity 	
	o committee will ask around about other filming options	
	 if we are not able to find a suitable videographer we could purchase a camcorder and film the conference ourselves 	СВ
	Transfer of Title Toolkit panel	
	 JC agreed to be on panel 	
	 HP asked people in AAF meeting from AGO, FAME, Historic England and SMA 	ALL
	 committee to contact anyone that would be suitable for this and to let HP and DI know 	
	 committee agreed that SP would be an excellent chair for this. VS to ask her. 	VS
	other items	
	 we will need to contact venue with final numbers shortly. They will then invoice CIfA after the event for the final amount 	
	 speakers and committee must register for conference using discount code (committee has this), so that numbers for the conference are accurate. All committee members need to do this 	
	 DI will contact the venue about lunch and potentially the use of other seating for the conference 	DI
4	Advisory Council feedback	

	 JI could not attend the last meeting most of the discussion was about groups. 6 or 7 groups gave an introduction/update of who they are and what they need from CIfA and other groups SP will give an introduction/update of the AAG at the next meeting discussion about how the AAG should collaborate with other groups for our next conference 	
5	 Group documentation 5.1 Chair's report TA TA had some technical difficulties asked if we could have another meeting in September to discuss Group Survey Results that TA and JT have been finalising, so that they can then be published and their findings can be used to guide the AAG going forward. VS to send a Doodle Poll 5.2 Vice-Chair's report HP 	VS
	 N/A 5.3 Secretary's report VS Reminder for committee members to respond to CB if they want to stay on AAG committee 	
6	Communications 6.1 Group's social media, email, webpage etc VS to ask SP about archive-related reports to add to AAG webpage VS advertised conference on social media JT now able to access the AAG emails	VS
7	 Representation to CIfA governance and in all CIfA activities 7.1 AAG teabreak AAG will offer a series of short online talks on the 'back to basics' of archiving (as identified as an area of interest from the survey). Sessions led by different members of AAG committee. also still considering a drop in Q&A session to be discussed in September meeting alongside survey results CB – this will be fairly straightforward to set up 	
8	 Focus on issues of standards, best practice, advocacy and access 8.1 OASIS V Project Management Board update N/A 8.2 Archaeological Archives Forum Meeting SP attended where they heard updates from the representative bodies attending and the devolved nations. They discussed gaps within the selection toolkit and potential ways forward, and proposals to contribute to the AAG day conference in September. The AAF will have a new website up and running soon so all information will be available through there. 	
9	 Any other business (AOB) 9.1 Discarded material query anyone that can provide discarded material should contact discussion about changes to acceptability in discarding finds. For example discarding in the skip is acceptable now 	
10	 Date of next committee meeting and future events September 2025 – online – VS to send Doodle Poll 25 September 2025 – in-person, Chester House Estate, NN8 2DH – AAG Conference 	VS