

Finds Special Interest Group

Date, time
Location, address

Minutes

Present: Emily Johnson (**EJ**; chair), Ruth Beveridge (**RB**; vice chair), Bekky Hillman (**BH**; Secretary), Rachel Cubitt (**RC**), Joshua Toulson (**JT**), Cara Burton (**CB**; CifA), Phil Pollard (**PP**; EH advisor), Imogen Wood (**IW**; advisor), Arin Edwards (**AE**), Laura Ratcliffe Warren (LRW)

Agenda Point	Action (Initials)
1. Apologies Anna Tyacke (AT), Anthony Lee (AL),	
2. Minutes of the Previous Meeting and matters arising All accepted no changes	
3. Finds Fest Review CB 24 responses from 88 invites for review. All said it was good for networking, most said the marketplace was useful for advice and the atmosphere was warm and inclusive. Majority said it was good value for money 26 non CifA members attended Main problem were mostly related to the noise and being unable to hear people RB expert led discussions and only one discussion at a time RB Pricing of tickets seems on point IW Bursaries for travel and ticket well taken up (would as many people have paid ticket price if not for bursaries?) Review of Venue Catering-not enough food but could be because numbers were wrong, they were expecting 55 but we had booked 86. Was not good value for money. Signage and toilets were inadequate. Communication from MShed was often last minute. Access to set up was difficult. Had to close sign up too early. 2028 Location/improvements EJ Will need two rooms to do break out talks etc next time. RC Venue-we will need more control over, perhaps a room we could book and control the ticket sales and catering. Try to alternate locations to cover North, South, East and West. Perhaps York? CB Archives considering York 2026 so they could advise on venue RC should start later next time to avoid travel issues	IW to send bursary accounts/statistics to EJ
4. Communications New Comms officer	

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	<p>EJ we are very sad to lose Gulfareen, she worked so hard and put her heart and soul into the role. IW someone told her how good our comms person was and how visible we are on social media</p> <p>EJ May be able to reduce the number of platforms that we use regularly. No posts on X Unanimously agreed. Instagram strong and gathering followers.</p> <p>BH Should post on Linked in as it is a professional platform. EJ Yes but will need to do less on Facebook, cut down to a page and pause the group-unanimously agreed.</p> <p>JT/EJ/CB Discussed posting software to hit multiple platforms at once – a possible solution but format changes need between platforms and cost associated is prohibitive.</p> <p>EJ while we have no comms officer we concentrate on advertising events and CPD . Need two comms officers so it isn't overwhelming for one person. Only three people to be involved and comment on posts to make feedback less laborious.</p> <p>JT to take one of the comms posts on-agreed unanimously by the enthusiastic committee</p>	
<p>5.</p>	<p>Post ex Toolkit</p> <p>EJ Jen Parker-Wooding wants o create a post-ex toolkit. Converting Archaeologist's Guide to Good Practice handbook to a toolkit. Looking for people to sit on the advisory panel</p> <p>RC the development to the guide to good practice was funded by EH. This is aimed at post excavation stage like phasing and specialist reporting. Content is done the job now is to make it into a toolkit.</p>	<p>EJ to circulate toolkit information to committee</p>
<p>6.</p>	<p>Group Break</p> <p>LRW last few months been frazzling, a lighter touch on the inbox would be good</p> <p>RB a break until September would be good, then plan the AGM and a tea-break . Could advertise this break with final feedback for Finds Fest and say what we have coming up in September.</p> <p>EJ September a good time to come back-agreed unanimously. Need to tie up Finds Fest, introduce new members and send lots of photos of finds for social media. Start at end of May and come back in September. RC HE photo library is available and can be used for social media posts</p>	<p>ALL to send EJ at least three photos/images for socials. No site codes, can have credit if you want. Add to google drive.</p>
<p>7.</p>	<p>AOB</p> <p>New Committee members</p> <p>IW need to be honest and tell people that the group takes up a lot of time sometimes.</p> <p>BH need people to commit and take part, maybe after a certain period of non attendance ask if they still have capacity</p> <p>EJ Advisors don't need to attend committee meetings, can just help with projects</p> <p>AGM/Teabreak</p> <p>Get external speaker, maybe dendro/charcoal to use a less common specialism. Aim for November, maybe in the evening if online</p> <p>EJ Approached by Finds Fest delegates eager to join committee, could we invite him to apply as the second comms officer to help JT</p>	<p>BH to email Dana to see if she would be interested.</p>

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	Use of Toolkit Material list for OASIS RC Materials checklist update, the materials list was the best solution she could find but may need a refresh to use on OASIS. EJ Could bring Jen Parker Wooding in as it is ClfA and Check with Duncan Brown if needs review with him.	RC to email Jen PW and check with her
8.	Date of next committee meeting and future events By doodle poll in August	