

16 March 2016 12pm

The Birmingham and Midland Institute, Birmingham

Minutes

1.	Apologies	Action
	Anooshka Rawden	
2.	Welcome and Introduction from Chair	
	Duncan Brown, who is standing down as Chair at this meeting, thanked the committee for their hard work over the last year. In particular he wished thanks to go to the Treasurer Helen Parslow, the Secretary Rebecca Sillwood, and also previous secretaries Helen Harman and Karen Averby.	
3.	Minutes of the previous AGM meeting	
	<ul style="list-style-type: none"> <li>a. Accepted without revision</li> <li>b. No matters arising</li> </ul>	
4.	Officers Reports	
	<p><b>Secretary's Report:</b></p> <p><b>Committee matters</b></p> <p>The archive day at last year's conference was well attended. We are not presenting any papers at this year's conference.</p> <p>One of the major things we got under our belt as a group this year is the competency matrix, which has now been submitted to CIFA, although is not yet live.</p> <p>Helen is on the Advisory Board, although they have been mainly getting organised since they were formed, and there has been little as yet for Helen to feed back to the group regarding archives. They meet 3 times a year.</p> <p>RO monitoring and archives – Lorraine has collated our comments on the RO form and these are now with CIFA. They were considering a detailed review of the form anyway, and involving all SIG groups in the process is an idea they are working with.</p> <p>Lorraine has completed an article for CBA regarding archives from a community archaeology standpoint, and this should appear in the next issue of British Archaeology.</p> <p>Helen is completing an article for Historic Environment: Policy and Practice on the outcomes of the archive workshops the group staged a couple of years ago.</p>	

More recently we have discussed selection strategies – Anooshka asked us to peruse and comment on a selection strategy created by Sussex Museums Group, which we have done so. One of the first such documents we have been called upon to look at.

### **Membership**

The group's current membership for 2015\2016 is 518 (CifA) a decrease of 11 on last year's figures and 20 (non-CifA) a reduction of 8 on last year's figures.

The group's Facebook page currently has 895 'Likes', from 347 a year ago (a massive increase of 548). Mainly down to Helen and Sam – to whom thanks go.

The group's Twitter page now has 220 followers, from 108 a year ago (112 increase).

Facebook Page: <http://www.facebook.com/pages/Archaeological-Archives-Special-Interest-Group/409131725829669>

Twitter Page: [https://twitter.com/ifa\\_archives](https://twitter.com/ifa_archives)

G-Mail: [archaeologicalarchives@gmail.com](mailto:archaeologicalarchives@gmail.com)

### **Treasurers report – archives group 2015-16**

At the beginning of the year we were given £800

Over the past year (excluding total for today) the group has spent £895.26. This is on travel including attendance at:

3 committee meetings

One AGM

Two groups forum meetings

Therefore we are minus -£95.26 (Have to add in travel cost for one person for AGM)

We have £200 from non cifa members

Selection event will give us another 30 non cifa members (£300)

### **Selection Event**

Cost for venue and coffee

£3.60 x 76 for coffee etc = 273.60 (approx. may be less as we get best deal)\_

Cost of venue = £ 275

Total cost = £548.60 Plus VAT minus £109.72 as CIFA have discount) = £438.88

	<p>Total income from attendees = £630 (this does not include £300 from new non cifa members)</p> <p>Therefore event has potential profit of £191.12 plus the £300 from new non Cifa members of the group.</p>	
<b>5.</b>	<b>Election of Committee</b>	
	<p>Duncan Brown is standing down as Chair of the committee and Lorraine Mepham has been proposed and accepted as the new Chair. This was ratified at this meeting.</p> <p><b>Standing for election:</b></p> <p>There are places for 4 OCMs, and 6 people were nominated. An online ballot was held and the results announced at the AGM.</p> <p>Those elected are:  Sam Paul  Dora Anastasiadou  Steve Baker  Katie Green</p> <p>Thanks go to all who showed an interest, and to all who voted.</p> <p><b>Current Committee and Terms Served:</b></p>	
<b>6.</b>	<b>AOB</b>	
	There was no other business.	
<b>7.</b>	<b>Date of next meeting</b>	
	TBC	