

AAG committee meeting: 17 January 2018

HE Birmingham

Minutes

Present: Sam Paul (SP), Theodora Anastasiadou (TA), Katie Green (KG), Steve Baker (SB), David Ingham (DI), Zoe Hazell (ZH), Deborah Fox (DF)

1.	Apologies Stephen Reed (SR)	Action
2.	Committee matters	
	<p>2.1 March 14th is our Annual Event and AGM so final costs for BMI and our speaker's selection is imminent. We are going to have two more meetings between early summer and early autumn. The Toolkit is our main 2018 project.</p> <p>2.2 KG to put together all of our finance costs, for travel Birmingham is the most cost effective location for our meetings.</p>	KG SP TA
3.	Representation to Cifa governance and in all Cifa activities	
	<p>3.1 Groups Forum: There are issues like members losing their chartered status due to unemployment, maternity etc. which need clarification from Cifa management. Cifa would like to have feedback from other SIGs on Chartered Archaeologist proposals. After discussion, we feel it would be a good idea to have a Cifa management representative at least in one of our yearly meetings and perhaps the annual event is an ideal one.</p> <p>3.2 Advisory Council s next meeting is due on 15 February, so our Group will be represented by Stephen Baker.</p>	SP TA SB
4.	Promote awareness of archaeological archives: seminars, workshops	
	<p>4.1 Discussion and selection of the submissions for the annual event and how to group them into 3 thematic units and structure the day. ZH suggested that speakers who are not selected could put up a poster instead. DI to contact applicants and let them know if they have been successful and to suggest poster opportunity and make sure everyone adheres to the theme of the event. DI to also draft a timetable for approval following this meeting.</p> <p>4.2 SP and KG presented the enhanced project proposal for 'Developing a Selection Toolkit for Archaeological Archives' (HE 7718): We discussed the aims and objectives, method statement, stages and timetable between Jan – July 2018. The focus is on strategy, so it has been decided the toolkit should include the following:</p> <ul style="list-style-type: none"> • a template selection strategy 	DI and all

	<p>this will cover the following sections: digital – environmental remains– finds divided in bulk and small finds – other. We have suggested adding human bone to this list and the issues of retention and reburial. Each section will help to decide on the research approach for the future retained archive both from the archaeologist and the Museum curator's point of view.</p> <p>Each section will also discuss the non-retained material: ways of recording it and disposing of it and / or ways of reusing it. This is where it is very much project specific on both the implications and resourcing. The template will also include a responsibility section and the purpose. This is where the selection strategy and the local authority guidance are essential for the stakeholders and this is where collaboration between DC- units-developers – Museums is crucial. Specialist advice is also key as is previous guidance as explained above (case studies). The community groups should adhere to the above as it tries to cover everybody involved in the archaeology of each county</p> <ul style="list-style-type: none"> • a list of high level policy documents • a list of contacts for all parties involved etc. • case studies would be a good reference guide to compliment the above • introductory text: it is essential to highlight the difference between policies and strategies for all parties involved • checklist will be created to ensure that everything is covered • workflow diagrams : The new OASIS system is in development so this is good time to think how the toolkit can match OASIS workflows. 	
5.	Focus on issues of standards, best practice, advocacy and access	
	<p>5.1 KG submitted the ClfA Annual Conference workshop programme yesterday (to be held on Wed 25/04 14:00 – 17:00). The initial idea is to present real projects and ask the participants to produce a selection strategy using the draft strategy template. We will need to provide relevant documentation e.g. WSI, regional research agenda. SP to look for suitable projects.</p>	SP and all
6.	AOB	
	<p>TA briefed the committee on the Suffolk CC deposition guidelines seminar on 6 December 2017 as well as the open discussion on 14 December organised by the Herts Museums Association following the new guidelines issued earlier in 2017. It was a good opportunity to meet and discuss with colleagues from across the board working in each county and sharing our experiences as well as providing feedback.</p>	
7.	Next AAG meeting	
	<p>14 March 2018 at Birmingham BMI – AGM and Annual Event 20 June: Third meeting for 2018</p>	