

AAG committee meeting: 27 September 2017

HE Birmingham

Minutes

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

1.	Apologies	Action
	Deborah Fox (DF)	
2.	<p>Committee matters</p> <p>2.1 Brief discussion on a few documents we had to comment upon during this time (CifA) and thanks to ZH for organising today SP needs to reply to Lianne Birney (LB) by 2 October with our business plan and annual report (see par 3.3) so KG and TA to assist with final versions</p>	KG SP TA
3.	<p>Representation to CifA governance and in all CifA activities</p>	
	<p>3.1 The Advisory Board held one meeting in September which SB did not attend. SB to update us on the next one in 2018</p> <p>3.2 Regarding the archives document on the archives proposed to assist with RAO inspections, TA needs to liaise with LB and to produce perhaps a more comprehensive checklist for editing with the Group in the first instance which will be forwarded to LB for feedback from CifA</p> <p>3.3 Our current membership stands at 557 CifA members and 31 non-CifA members as of this year. The Group has completed the business plan form (2017-2020) with SP to be send next week to LB</p> <p>3.4 Our proposal for the CifA annual conference in Brighton 2018 has been accepted so we will be organising a 3 hour CPD workshop and we will be discussing further at our January meeting. The CifA conference will be held in late April 2018 after our AGM event (March 2018) which is really good timing</p> <p>3.5 On the CifA membership document, TA has emailed LB with a few comments. The Group feels the membership via the Validation Committee is appropriate when the Archives Competency matrix is used as it has been applied and tested in at least 2 cases during 2016-7. The competency Matrix should therefore form part of the chartered status application procedures.</p> <p>3.6 Annual report copy to LB by 2.10 : SP to email us draft for comments</p>	<p>SB</p> <p>TA</p> <p>SP</p> <p>SP and all</p>
4.	<p>Promote awareness of archaeological archives: seminars, workshops</p>	

	<p>4.1 AGM and event due in March 2018: The Group is looking at 14 March as a provisional date. Brief discussion on the topic for the event, thinking about the previous year's ones. TA suggested 'Collaborations' as a theme due to recent cases this year she dealt with. SP to write a draft and email us for comments. DI to put out a call for papers before Christmas which depending on responses will be discussed further in our January meeting.</p> <p>SP commented that the SMA new report is also due to coincide with our AGM and event and the general feeling is that the audit on rationalisation has proved more useful throughout this exercise/survey</p>	SP and all DI
5.	Focus on issues of standards, best practice, advocacy and access	
	<p>5.1 Brief introduction from SP on our comments and the examples from OAU, Wessex, Urban Winchester and Silchester regarding types of material on selection from the field to the Museum store. SP/KG briefed us on their recent AAF meeting and DB's (HE) feedback on our initiative regarding the selection/retention toolkit. There is a suggestion of a working party collaborating on this with these organisations as well as CADW and HES (Historic Environment Scotland).</p> <p>There is a strong possibility for funding on this collaboration; SP is waiting to hear from HE first. SP highlighted our need to join the Finds Group on this and we all agreed.</p> <p>The Group needs to decide on our reps for this working party, SP as Chair and KG for digital data rep.</p> <p>KG has brought an example of the categories of the toolkit demonstrating how to be used as a source in the future and gave us a copy each of her draft. She highlighted the importance of digital data deposition and talked to us about HE digital toolkit (C Tsang, HE and also on the AAF committee).</p>	SP and all
6.	AOB	
	<p>6.1 ZH informed us that the collaborative PhD project entitled '<i>Archaeological Palaeoenvironmental Archives: Challenges and Potential</i>' between the University of Reading and HE has now started; the student will soon start to establish contacts with museum curators and other archaeological archive professionals.</p> <p>6.2 The group has touched on the issue of community excavations archives and issues like the quantification, storage and use of them. DI to give us feedback on this via his CBA East Midlands group contacts. DI reported a recent survey with startling results- a possible article in CBA magazine was discussed and DI will discuss with CBA members.</p>	All DI
8.	Next AAG meeting	
	17 January 2018 at HE Birmingham	