

Committee Meeting: 1pm, 30 September 2015

MOLA Offices, Mortimer Wheeler House, Eagle Wharf Road, London.

Minutes

Present: Duncan Brown (Chair), Rebecca Sillwood (Secretary), Lorraine Mephram, Sam Paul, Ellen McAdam, Dora Anastasiadou-Leigh and Steve Baker

1.	Apologies	Action
	Anooshka Rawden and Helen Parslow	
2.	Minutes of previous meeting	
	Accepted	
3.	Committee Matters	
3.1	<p>Duncan will be standing down at the AGM, and Dora is leaving us for pastures new in the next few weeks. It is proposed that Lorraine will stand for Chair. There will then be two spare places on Committee. Various contacts were mentioned as possibilities for Committee, including Deborah Fox @ Worcester; Katie Green from ADS; Amanda Forster has also expressed an interest. It is proposed to put out a call for nominations in the Bulletin and see what responses we get. Steve will need to be formally elected at the AGM.</p>	RS
3.2	<p>Old logo versus new logo – a brief discussion was held regarding whether to completely lose the old logo in favour of the new CIfA one. This was agreed by all.</p>	LB
4.	Representation to CIfA governance and in all CIfA activities	
4.1	<p>Advisory board meeting update Each of the Special Interest Groups in CIfA have a representative on the Advisory committee along with others voted on by the membership. The meeting was held on 24 September in London. The committee discussed what role it was playing and also any responsibilities that any of the working groups have as these are now being established We looked at the changes in CIfA staff changes and new responsibilities and that this should be viewable for all members do they know who to contact for specific things. Diggers Forum have been looking at pathway to PCIfA and shift work, protection of world heritage sites under threat (from natural and man-made disasters), was also discussed. There is a working party, including Helen, from this group looking at the competency matrices and the setting up of guidance for those in specialist fields. The groups have been advising and setting up these matrices and the working party is going to look at if they are comparable.</p>	HP

	Hopefully these will then be available next year. We will in the future be looking at bullying and discrimination. Also committee members will be sent papers etc. to comment on. Some of these can then be sent to other members of the representatives committees for further comment if relevant.	
4.2	RAO monitoring – Lianne has provided us with a copy of the complete form, Becky printed off copies of the section that mainly dealt with finds and archives (as the document was too large to print off everything!) and this has been provided to all Committee members for perusal. It is thought that we may be able to add something to this, maybe making the questions more pertinent. Everyone is to peruse and any ideas can be collated and forwarded to CIFA.	ALL
4.3	Competency Matrix – this was fully discussed and finalised at the last meeting, and should be sent to CIFA. Becky will check with Lianne that she has it, and we don't need to do anything else.	RS/LB
5.	Promote awareness of archaeological archives; hold seminars, workshops	
5.1	Workshop for AGM – Ellen offered a venue for this at Birmingham Museum (The Think Tank?). Sam has lots of ideas and contacts for sessions and will follow up on these. Duncan mentioned the possible creation of a template to be used in the rationalisation of collections. The title agreed upon was 'Selection, deselection and rationalisation', with a possible subtitle. It was agreed that we would need to move reasonably quickly on this, and the deadline of mid-November was given to organise the venue and speakers. A call for speakers is to go out through Cifa (via Lianne) and ALGAO (via Steve).	EM SP SP ALL SB/LB
5.2	Publicity; newsletter, website, social media, group e-mail, banner, postcard, HEPP article – Newsletter to go out after meeting – Becky will do. Website needs updating with newer Committee members. It was mentioned that our social media (Facebook and Twitter) would need updating with the new logo. Helen to do if possible. No new emails on group account. The banner and postcard are being organised by Cifa. Duncan had wanted to change the wording on the postcard. Need to check where we are with this. HEPP article – this is to be by Helen regarding the outcomes of the Archives Group workshops. – any progress with this to be reported at the next meeting.	RS LB HP LB HP

6.	Focus on issues of standards, best practice, advocacy and access	
6.1	Subject survey – again no-one knew what this meant. Need to check if it is just something that was put into the business plan by ClfA, if it is in all the group's plans, or if it is just ours. No-one can remember what it means, so maybe we should remove it.	LB
6.2	Born digital project – a subgroup of the AAF put forward a proposal to provide guidelines for born digital material. Historic England have been approached for funding – although the form was sent back for amendments, which it is now undergoing. This project was going to be followed by training/workshops. Sam mentioned older digital formats, and the need to consider these as information could be lost through a lack of knowledge and understanding of these formats. Duncan said that ADS was still the best place to go for advice and help on old digital material.	
6.3	Meeting between SMA and CBA – General discussion here on common ground also between us and the CBA, as Lorraine is drafting her article for British Archaeology via the CBA, and in conjunction with Peter Allen regarding community groups and their problems with archiving. It was mentioned that it would be good to end the article with a call for input from other community groups, using our group email as a contact, and see what response we get. The HLF was mentioned here, and whether they have guidelines for community groups, and if mention is made of archives. Duncan to approach them to enquire.	DB
7.	Group Aims	
7.	The group aims were discussed. Training was mentioned – online follow up to the workshops. Duncan to lay out what the workshops entailed. Lorraine to look at online methods that her company are using/going to use for training.	DB LM
8.	AOB	
	None	
9.	Date of next meetings	
	Wednesday 13 January 2016	ALL