

AAG Committee Meeting 12 October 2016, 1.30pm  
Birmingham Museum & Art Gallery

**Present:** Lorraine Mepham (Chair), Helen Parslow (Treasurer), Steve Baker, Ellen McAdam and Sam Paul

1	Apologies	Action
	Theodora Anastasiadou, Lianne Birney, Katie Green, Anooshka Rawden, Rebecca Sillwood	
2	Minutes of the previous meeting	
	All agreed minutes were true and correct representation of previous meeting.	
3	Committee matters	
	LM and HP will have to step down from the committee at the next AGM in March, leaving both the Chair and Treasurer posts vacant. Rest of committee will be approached to see if interested. Will also approach those who unsuccessfully stood for committee last year to broach subject, and also then put out call for new committee members in about Feb.	
4	Representation to CifA governance and in all CifA activities	
4.1	<p>Advisory board meeting update.</p> <p>Advisory board met in September. Nothing was directly concerned with the Archives Group, but several points were of general interest to CifA members.</p> <p>This included:</p> <p>How many committee positions are vacant (4) and a call to members of CifA and all the groups to encourage people to stand</p> <p>Discussions on training plans</p> <p>The RAO scheme and promotion of it (78 organisations). Why don't some join?</p> <p>Will Chartership help? How doe inspections work? How do conditions work? What do organisations rather than individuals get out of it?</p> <p>Discussions on minima salaries</p> <p>Talked about effect of Brexit and effect in Europe.</p> <p>Discussed next conference</p> <p>Looked at how individual chartership may happen. Two options to be more fully looked at by a small working party</p> <p>CSCS cards looked at, this now been circulated to the membership.</p> <p>As HP is leaving the Archives committee, a new representative from the committee will have to be selected at the AGM.</p> <p>Groups forum – next meeting December in Birmingham. SP will attend.</p>	<p>HP</p> <p>SP</p>

5	<b>Promote awareness of archaeological archives; seminars, workshops</b>	
5.1	<p>Discussion of outcomes of recent Selection conference.</p> <p>Still waiting on one summary of the papers presented at the conference. Sam to contact Deborah Fox. Others now on the website.</p> <p>Looked at the 'toolkit' idea and want some sort of general principles in the form of examples of good practice in working methods and regional models (esp. with all the other work e.g. Gloucestershire (see later notes) going on.</p> <p>LM still has to prepare a Position Statement on Selection/Retention for ClfA.</p>	<p>LM</p> <p>SP</p> <p>LM</p>
	<p>Sam has been asked to run a symposium at Ironbridge on 15 Nov on the promotion of regional archive standards. David Dawson (Wiltshire Museum) has been asked to speak on the 'Seeing the Light of Day' project in the SW.</p> <p>Discussed how further selection/retention policies could be developed. Could there be, say, a generic set of guidelines that could be tailored for each region? The Sussex guidelines seem like a good model. LM has drafted a Recovery, Selection &amp; Retention Policy to cover the Wessex region, based largely on the Sussex guidelines – aimed at contractors, curators and LPAs. Once draft complete, she will circulate to committee for information.</p> <p>Need to look at further, can the group get funding to look at?</p> <p>Will need linking to OASIS (need to encourage this).</p>	<p>LM</p>
5.2	<p>Publicity; newsletter, website, social media, group e-mail, banner, postcard.</p> <p>Postcards have all been received by committee members and some passed on to their contacts</p>	<p>RS</p> <p>KG</p> <p>LB</p>
5.4	<p>Progress of HEPP article.</p> <p>We have decided to abandon this article as things have moved on and time short</p>	<p>HP</p>
5.5	<p>CBA East Midland Conference 12 November</p> <p>LM has been asked with Peter Allen (Bingham Heritage Trail Association) to speak at the CBA East Midlands conference in November, based on the paper in British Archaeology on the archiving problems facing community groups. As a preliminary to this, Peter has sent out a questionnaire via Survey Monkey to gauge the level of archive involvement amongst community groups in the region – responses so far suggest that there is a real problem here</p> <p>Can HLF be brought into the discussions? The archiving requirements of HLF-funded projects should be monitored, but currently they are not. Try and make it clear that any group who applies for funding etc. that archiving is part of it.</p> <p>Nottinghamshire have an advisory group they can go to, but this is lacking elsewhere. How do we catch the groups who are doing fieldwork with no advice from units, planning archaeologists etc.? Need to work out a way to raise awareness</p>	<p>LM</p>

5.6	<p>AGM/ Event</p> <p>Theme decided as “Why are Archives Relevant” to be held in Birmingham in March, date to be confirmed.</p> <p>Helen to write budget request.</p> <p>Call for papers to be sent out as soon as possible, suggested contractors, academics, students, museums etc.</p>	HP SP
6.7	<p>As Katie Green on maternity some twitter and Facebook not always being updated. Need more of the committee to make sure they add relevant things, as long as they are not controversial and against ClfA guidance.</p>	
<b>6</b>	<b>Focus on issues of standards, best practice, advocacy and access</b>	
6.1	<p>Security copying has been raised by one member of the group. A museum is asking about security copying and in particular microfiche. They still want to be able to ask that this is done but are finding some contractors are saying they can't do. They are as a museum unable to take a cd version as system cannot cope so were asking about scanning and ADS etc.</p> <p>They want to make sure someone has a security copy.</p> <p>It was suggested that because they are writing their new guidelines they could say in these they still want evidence of a security copy and this can be fiche or can be a digital version of everything to the ADS.</p>	
6.2	<p>Gloucestershire guidelines.</p> <p>SP had wanted feedback on draft guidelines she has produced to be used by the 6 museums in Gloucestershire.</p> <p>Issue of selection policy was big issue and the 6 museums very different and so she has produced a very good flow chart.</p> <p>Trying also to convince Gloucestershire to use OASIS and to update the standard brief to reflect.</p> <p>Lorraine gave feedback from a contractors view - good but will need a change of some of the systems especially in regard to transfer of title (timing issues).</p> <p>Charging policy, proposed minimum charge of £250 for up to 3 'units' (unit = finds box, doc case, A1 roll, etc.), with £100 per unit thereafter. They want to backdate the charges to cover all undeposited archives – committee very much against this idea.</p>	
6.3	<p>OASIS /Herald feedback. LM had collated the committee's thoughts and sent these to ADS, no response as yet</p>	LM
6.4	<p>SMA Museum Survey. The survey is aiming to look at the state of collecting archaeology in museums and current capacity. Surveys sent to museums.</p> <p>Around 200 + replies. These being looked at.</p> <p>There will be follow up surveys in each of the next two years.</p> <p>EM had replied on behalf of Birmingham and said certain parts could not easily be responded to.</p>	

	HP was one of the regional reps who sent out the survey and said she had issues from rep's view also that were probably solvable.	
6.5	DCMS review of archives Looking at whether regional stores good idea, centrally funded? Need people to respond as individuals.	
7.1	Seeing the Light of Day project LNM reported on the project which is aiming to streamline archive processes across the SW. The advert for the 2 consultancies which make up the project has gone out, but reports are that responses to this have been low.	
8	<b>AOB</b> Sam no longer working for Birmingham university, so e mail changed. More work to be done on the archives that are left. They will need to employ another person to complete the work 2500 boxes of material. Has been left in a good state but is not something that can be completed by students.	
9	<b>Date of next meetings</b> Wednesday 18 January 2017 AGM and Event. date TBC once possible dates in March circulated to rest of committee.	

- Aim 1 Continue to provide information on what an archaeological archive is, in order to address poor understanding of the significance of archiving (which often results in poor resourcing).
- 2 Provide advice on the initiation and monitoring of projects
  - 3 Collaborate on the production of guidance for digital material
  - 4 Work with others to address the lack of archaeological archive expertise and resources across the sector.
  - 5 Provide advice on the retrospective rationalisation of archive material in store.