

Committee Meeting: 1pm, 20 May 2015

Waterhouse Square, London.

**Minutes**

Present: Duncan Brown (Chair), Helen Parslow (Treasurer), Rebecca Sillwood (Secretary), Lorraine Mephram and Sam Paul

1.	Apologies	Action
	Anooshka Rawden, Ellen McAdam, Dora Anastasiadou-Leigh and Lianne Birney (CifA staff).	
2.	Minutes of previous meeting	
	Accepted – a few matters to carry over – competency matrix (discussed and edited at this meeting) – museum collecting areas (SMA map) and list of which museums are collecting (ongoing – Sam)	
3.	Committee Matters	
3.1	<p>Rebecca Sillwood was confirmed as Secretary at AGM. Two new committee members were also voted in – Anooshka Rawden and Ellen McAdam – neither of whom could attend today.</p> <p>Still one place left on committee. Helen has been able to speak to Katie Green from ADS who is possibly interested in being on the committee. RS to speak to Lianne regarding whether or not Katie needs to be a full CifA member to be on the committee. Duncan said he would formally approach Katie regarding this.</p> <p>Duncan will step down as Chair at next year’s AGM, prior to the end of his term, as otherwise both his and Helen’s terms will end at the same time (2017). Lorraine has been approached to take over as Chair and has accepted. This will hopefully provide some continuity within the committee, to best achieve our aims.</p> <p>Once Duncan has stepped down and Lorraine taken up the reins, there will be another committee place available. Some discussion of the type of person required (i.e. possibly a community element?), however, it was agreed that the first step is to throw the post open to all, and see what response we have.</p>	RS/ DB
4.	Representation to CifA governance and in all CifA activities	
4.1	Advisory board meeting update –	

	<p>Helen has attended two AB meetings to date. She reports that they are still finding their feet, and working out their specific role within the governance of ClfA.</p> <p>They are mainly discussing the Institute's aims for the future.</p> <p>Another major part of the AB activities is the competency matrix, which Helen and Sam have drafted for the Archive Group.</p> <p>A future activity will be the sending out of policy documents for the groups to comment on. Helen to do so as and when needed.</p>	
<b>4.2</b>	<p>RAO monitoring –</p> <p>It was mentioned that during the monitoring of RAOs there is not much mention of archives. Are they considered/looked at by the monitors? More emphasis should perhaps be placed upon archives, and they should not be hidden from view during inspections. Issues could include: that monitors do not know whom to ask, or do not know what to ask.</p> <p>The group could possibly provide a checklist of things to check/ask during an inspection. RS to check with Lianne whether we can have sight of the inspection form used in inspections, and maybe we could provide supporting documentation to aid with the inspection.</p>	RS/ ALL
<b>5.</b>	<b>Promote awareness of archaeological archives; hold seminars, workshops</b>	
<b>5.1</b>	<p>ClfA Conference – archives day went well, although could have been more discussion. Some committee members expressed disappointment that there was not more time for discussion, and that the same points that have been discussed in depth before are being gone over, with no resolution.</p> <p>Arising from the conference is the possibility of using a package created by Lucy Moore at Leeds Museums and Galleries, who used her archives in a family workshop format. The possibility of using/adapting her format and offering it to community groups was discussed. Helen mentioned Peter Allen from Bingham Archaeological Society speaking to her regarding archives, and it may be that his society would be willing to be used as test subjects. Possibly making this into a downloadable resource for groups to use would be useful. Sam to get in touch with Lucy to try and further this.</p>	SP
<b>5.2</b>	<p>Publicity; newsletter, website, social media, group e-mail, banner, postcard, HEPP article –</p> <p>RS apologised for not having sent out a bulletin after the last committee meeting – work commitments overtook!! Will try and get a bulletin to Lianne to send to group members to keep them abreast of what the committee is up to after this meeting.</p> <p>The website – our page on the ClfA website – all members to check that it is</p>	RS

	<p>up to date.</p> <p>Social media – Helen is keeping Facebook up to date. Twitter is still being run by Nicky Powell, although Helen is also using and Sam expressed an interest in getting more involved. Katie Green (mentioned above, Section 3.1) may be able to take over more of the social media if she can be enrolled onto the committee.</p> <p>The banner used specifically for the archives group for external events needs updating with the new logo. RS to speak to Lianne.</p> <p>Postcard – discussed pros and cons of having an archives group specific postcard, made up by ClfA, and it was decided it is something we would be interested in. RS to, again, speak to lianne regarding this. It was also mentioned that this would be a good thing to get our message out to community groups, by handing out cards, and it was suggested that we have our cards handed out with the CBA magazine.</p> <p>HEPP article – this is to be by Helen regarding the outcomes of the Archives Group workshops.</p>	<p>ALL</p> <p>RS</p> <p>RS</p> <p>HP</p>
<b>5.3</b>	<p>AGM – HP mentioned that ClfA may want groups to begin having their AGM at around the same time, to coincide with the Advisory Council meetings, and enable election of AB members. RS to check with Lianne if this is the case, as it would be inconvenient for the group if the general time of the AGM was changed at this stage.</p> <p>The only problem with the last AGM was getting speakers. Perhaps planning earlier may enable us to encourage more people to come.</p> <p>The main suggestion for the next AGM event is regarding ‘Towards Production of Guidelines for Rationalisation of Archives’, although something snappier may be needed as a title!</p> <p>Date for AGM discussed, and consensus reached with Wednesday 16 March 2016. This could be subject to change, topic to be agreed at next committee meeting in September (is this leaving it too late?).</p>	<p>RS</p> <p>ALL</p> <p>ALL</p>
<b>6.</b>	<b>Focus on issues of standards, best practice, advocacy and access</b>	
<b>6.1</b>	<p>Competency matrix - Sam and Helen have produced the group response to the ClfA competency matrix, and this was produced, discussed and tweaked during the meeting. Following these discussions Helen and Sam will re-produce the matrix and circulate with committee for any further final thoughts, and then send to ClfA.</p>	HP/SP
<b>6.2</b>	<p>Subject survey – at the meeting no-one knew what this meant, and so it wasn’t discussed. It is in the business plan, and under year two (which is</p>	ALL

	where we are now) there is the phrases 'Who's working with archaeological archives' (business plan to be sent to committee again so everyone has it).	
<b>6.3-6.5</b>	These points were discussed together and a summary of the discussion includes the need to engage community groups – possibly through the CBA, rather than ClfA. Suggestions included an advert in the CBA publication, or possibly an article maybe looking at a case study. It was suggested that this may be something Peter Allen might be interested in being involved with. Lorraine to contact Mike Pitts regarding the possibility of an article and what form it might take.	LM
<b>7.</b>	<b>Establish relationships with groups associated with archaeological archives</b>	
7.1-7.2	<p>Collaborate on the production of guidance for the creation, compilation and deposition of digital material for archive –</p> <p>There is a need for development of standards/guidelines for the retrospective rationalisation of archives. This may lead on from the next AGM meeting. Mention was also made of the Born Digital Group run by Amanda Forster, which is looking to create some guidelines using funding from Historic England. Archives Group to be involved?</p> <p>Sam mentioned freelancers and sole-traders as a group that is very difficult to engage with. Do we need more freelancers in SIGs? How are the archives of this group monitored? RS to check with Lianne.</p>	ALL  RS
<b>8.</b>	<b>AOB</b>	
	Sam mentioned something that may have slipped under the radar, which was an email from Kate Geary that asked for us to check and update, if needed, our ClfA Archive Standard. RS to acknowledge the message immediately to let Kate know we are working on it. RS to read through and see if any substantial changes are needed.	RS
<b>9.</b>	<b>Date of next meetings</b>	
	<p>The need for planning ahead for meetings was emphasised, as we would like to encourage all committee members to attend.</p> <p>Next dates proposed are:  Tuesday 30 September 2015  Tuesday 13 January 2016</p>	ALL