

MINUTES OF THE MEETING OF THE IfA FINDS SPECIAL INTEREST GROUP

Friday 14th February 2014, 11am

Directors Dining Room
British Museum
Great Russell St, London WC1B 3DG

Attendees: Phil Mills (PM), Duncan Brown (DB), Michael Lewis (ML), Matt Parker Wooding (MPW)

Agenda Number	Agenda Item	Discussion/Description	Action (Initials)
1.	Apologies for absence	Stephen Brunning (SB) Jen Parker Wooding (JPW) No word from Andrew Jones (AJ)	None
2.	Minutes of last meeting with following identified for specific discussion	Previous minutes approved	All present
	2.1 Actionable Items	<ul style="list-style-type: none"> Actionable Items Update - MPW to circulate individual actions to relevant committee members. 	MPW
	2.2 Three year Plan	<ul style="list-style-type: none"> Three Year Plan. 	
		<ul style="list-style-type: none"> Needs to be achievable. 	
		<ul style="list-style-type: none"> MPW to circulate TYP template. 	MPW
		<ul style="list-style-type: none"> DB to provide example of another groups to MPW. 	DB
		<ul style="list-style-type: none"> MPW to initiate discussion via email for TYP. 	MPW
<ul style="list-style-type: none"> MPW to enquire regarding logo for FSIG. 	MPW		
3.	Organic Finds Day School – Advances in Research, Study and Experiment	<ul style="list-style-type: none"> MPW/JPW to organise. 	MPW/JPW
		<ul style="list-style-type: none"> Potentially look at a Wednesday as it is activities day. Potentially June. 	
		<ul style="list-style-type: none"> Additional request from ML whether FSIG can look into site visits for FSIG members – DB states that this has been arranged for Archives Group to view Staffordshire Hoard – DB to look into potential for Autumn AGM to coincide with similar visit. 	DB

		<ul style="list-style-type: none"> Committee to look into any other opportunities through personal contacts for FSIG group members to gain access to sites/PX/conservation activities 	All Committee Members
4.	Finds Group Policy Statement – Our Mission Statement	<ul style="list-style-type: none"> Discuss this within our objectives. MPW to send out the policy statement again to members. 	MPW
5.	Seven aims of the FSIG manifesto:		
	5.1 - Act as a conduit between the finds community and the rest of the archaeological profession	<ul style="list-style-type: none"> Recent consultation from English Heritage on Zooarchaeology discussed. 	No actionable items
		<ul style="list-style-type: none"> What other consultations have FSIG responded to as a group? – Very few apart from individual members – Potential for consultation through IfA and as FSIG. 	No actionable items
		<ul style="list-style-type: none"> Any relevant consultations arising, members to let MPW know to distribute to wider membership. 	All/MPW
		<ul style="list-style-type: none"> Potential for co-working and promoting other groups – MPW to ask ML for details of Portable Antiquities Scheme. 	MPW/ML
		<ul style="list-style-type: none"> Advertise the List of Specialists more widely. 	No actionable items
	5.2 - Represent the finds community within the IfA	<ul style="list-style-type: none"> Links to other groups – Archives, Standards and Practice Group, Diggers Forum. 	No actionable items
		<ul style="list-style-type: none"> Training courses for Finds – IfA would help and support development of any such course. 	No actionable items
		<ul style="list-style-type: none"> Look into getting FSIG committee member onto the Council or attending meetings to see what relevant material they discuss. 	AF to provide Council Minutes/PM to review Council Minutes

	5.3 - Promote best practice in finds work	<ul style="list-style-type: none"> DB – Pottery Standards – Joint collaboration between PCRG, RPRG and MPRG – Will be released soon – Opportunity for FSIG to comment and contribute – FSIG Endorsement and potentially link to this on FSIG group pages/members? 	All to contribute to Pottery Standards if possible
		<ul style="list-style-type: none"> RAO Criteria – MPW to look into what standards IfA asks Registered Organisations to follow as members – Potential for some form of finds training eventually? NVQ or other accredited scheme supported by IfA. 	MPW
		<ul style="list-style-type: none"> Links to other finds groups – for example Finds Research Group – available on IfA website (assuming they support FSIG S&G) Ask AF regarding this? 	MPW/AF
		<ul style="list-style-type: none"> Making the FSIG more relevant – Promote Standards and Guidance for different groups and by different groups – DB and PM to send MPW the S&G they have looked at – Kevin Leahy/Helen Geek/Dan Miles? 	DB/PM/MPW
		<ul style="list-style-type: none"> Review, identify gaps in S&G, produce overarching documents for best practice/standards in name of FSIG (including logo) 	All Committee Members
	5.4 – Promote the value of archaeological finds as a means of furthering our understanding of the past	<ul style="list-style-type: none"> Partially covered in earlier discussions 	No actionable items
		<ul style="list-style-type: none"> PM to look at the Ceramic Building Material grey literature. 	PM
		<ul style="list-style-type: none"> Potential for proposal from FSIG to English Heritage to commence review of standards of grey literature reports – various categories of investigation to be determined. – Look at classes of finds, what S&G they use, name of specialist writing report, what should be in the report. 	All Committee to contribute where possible

		<ul style="list-style-type: none"> FSIG to submit proposal to EH- FSIG to look into procuring funding for this via Project Design (DB to send example to PM) Look at a percentage of reports – Named person in Project Design who would undertake the assessment. 	PM/DB
	5.5 – Work to protect archaeological objects from loss, damage, mistreatment and misrepresentation	<ul style="list-style-type: none"> Impromptu discussion on Richard III final resting place ended without consensus. 	No actionable items
	5.6 – Offer training in order to develop expertise in finds work	<ul style="list-style-type: none"> Discuss travelling day schools and training workshop similar to the Archives day school as part of Three Year Plan. Use of metal detectors. Teaching in Universities. 	All to be discussed within Three Year Plan
	5.7 – Ensure the continuing accessibility of the archaeological material archive, for the use and enjoyment of future generations	<ul style="list-style-type: none"> Agreement that we should be working with the Archives Group to promote and achieve this. 	No actionable items
		<ul style="list-style-type: none"> ML suggests tours of archaeological sites, archives or similar historic environment locations where possible for FSIG members. OASIS – widen use of this asset and promote use of archives and museum stores. 	All Committee Members to look for possible opportunities All Committee Members to contribute as appropriate
		<ul style="list-style-type: none"> Potential for FSIG to look into standards at Registered Organisations? What do RO inspections include for finds work? MPW to check on this. 	MPW
6.	Finds Group Event at IfA Conference 2015	Potential for synopsis of the grey literature review at 2015 Conference	No actionable items
7.	AOB	Next FSIG Meetings <ul style="list-style-type: none"> 13th May 17th September. 	
		JPW to provide service records for serving members.	JPW
8.	Disperse		