

Finds Special Interest Group Committee Meeting

12th September 2012, 11am
British Museum, London
(Great Russell Street, London, WC1B 3DG)

Present: Lianne Birney (IfA Member Services Coordinator), Duncan Brown, Stephen Brunning, Amanda Forster (IfA Standards Promotion Manager), Andrew Jones (Treasurer), Michael Lewis, Philip Mills (Chairman), Matt Parker (Secretary),

1.A	Apologies	Action
	No Apologies	None
1.B	Greetings and Introductions	
	AF welcomed the group and asked for introductions as members and committee are all relatively new and so that the new membership coordinator knew names and faces.	None
2.	Minutes of previous meeting at York Archaeological Trust 11/07/12	
	AF provided the minutes of the previous AGM held at the York Archaeological Trust. AF also provided a synopsis of the recent work within the IfA regarding the Group Toolkits and Group Budgets including events. Circulation of minutes	MP to circulate minutes
3.	Mission Statement	
	Discussion regarding paper circulated by PM covering the Mission Statement. DB produced the statement. Main aim was an encompassing statement which covers all aspects of 'archaeological materials' including palaeoenvironmental and geoarchaeological disciplines. PM unveiled copy of Finds Constitution (paper copy) Move to increase membership – links to EAEA postulated	DB to draft new Mission Statement. AF to scan and circulate digital copy of Finds Constitution.
4.A	Day School – Roman Finds, Gloucester	
	LB stated that 9 people had signed up for the Roman finds event at Gloucester. Lianne and Camilla to help coordinate the organisation and publicity of events	LB & CM to aid SIGs
4.B	Future Day Schools/Workshops	
	Possible day school at York or Bradford raised. Idea was put forward to combine thematic and hands-on sessions. Possible training day in October 2013. This needs to be confirmed. ML raised possibility of FSIG involvement at other finds/artefacts groups – AEA/PZG/PCRG?	AJ to pursue possibility of day school and speakers for York/Brad day.
5.	IfA Conference Session	
	FSIG AGM may be held on sidelines of next (2013) IfA Conference – To Be Confirmed Later. Possible Finds theoretical session at the Conference. PM – Session could involve methodologies/stratigraphy – follows on from TAG. Conference session could be ½ day session and involve 6 to 8 speakers.	AF to send through information to PM for proposal. PM to organise Conference session. DB to explore possible

	Social event organised/supported by FSIG? – Drinks? AF mentioned possible funding from IfA sources.	sponsorship options.
6.	Model Contract	
	Copy of Model Contracts sent around – discuss with Registered Archaeological Organisations? PM to revise and disseminate draft copy Possibility of problems for specialists signing contract. DB mentions issue of fixed rates for specialists. AF raises problems of copyright, publication ethnics, intellectual property – Needs clarifying.	PM to draft and disseminate copy of Model Contract. Any comments/ideas to PM. Model Contract to be sent to different SIGs for comment.
7.	List of Specialists	
	Not an up to date list anymore. AF – All we have is a list of the FSIG members. IfA handbook used to contain a list of specialists. AJ comments this is just IfA members – Non IfA members not included. PM suggests this should be available on IfA website. AF to ask Council for advice.	AF to approach Council regarding specialists, finds, fieldwork & DBA/EIAs
8.A	Standards and Guidance for Finds Work	
	Update with view of Southport Guidance AF - Kate looking at S&Gs generally regarding contents and what may be out of date. AF – Formal review coming – S&Gs are basis for code of conduct, standards of work, breaches. AF – All committee members to review. AF to seek KG opinion. ML states there is no need to duplicate work.	Committee members to send comments to PM following review
8.B	Standards and Guidance for Evaluations	
	Inadequate S&G for finds - list only Need to assess finds in terms of potential Correct sampling strategy needs to be employed during evaluations – strategies need to be site specific and not just a generic one.	AF to approach KG during her review of this particular S&G
9.A	Surveys: Practice	
	Proper data on what is current practice AJ mentions Kenneth Atchison's <i>Profiling the Profession</i> . AF – Survey of the FSIG members/Finds supervisors for contracting units on standards – lack of interaction between field staff and P/X staff and specialists. PM – Look at available grey literature – what data goes into the reports. General discussion on reviewing grey literature reports and methods of looking at this and funding possibilities for wide ranging grey literature assessment – ADS, OASIS, JISC, YORK – Sources. Potential for pilot study/placement student/masters project – Mapping Standards	PM to work with DB to produce project design
9.B	Surveys: Finds Work in Universities	
	Surveys of finds teaching at universities – what types and how vocational, any bias in types of finds teaching. Send questionnaires to university departments.	AF to initiate process. AJ to enquire if

	Need to distinguish between u/g and p/g courses. Compare types of finds work taught with skills gaps and possible posts/work – e.g. amount of trained osteoarchaeologists with number of positions available. Age of finds specialists	feasible as a student project. DB to approach universities. Any comments/questions for inclusion in questionnaire to AF.
9.C	Finds Groups	
	List of all finds/artefacts groups – named groups Ask FSIG members Look at yearbook/bajr What standards/guidelines do they have or use. Invite different groups to liaise/contribute with FSIG to promote finds work/standards Artefact Roadshow – wider audience and getting people involved. Public engagement/raising awareness.	No named actions
10.	Research Infrastructure	
	PM – Own experience of access to JSTOR – How can others access research? What grants available for non-academics to produce research – wage equivalent grants – AHRC, Leverhume, HLF etc. Industrial partnerships/existing funding bodies – Do they provide for non-academics? ML – Annual award for standards of finds work – excellence awards – British Archaeology Award sponsored by FSIG? – Norena Shopland Award? Best Published Analysis of Work on Archaeological Materials	PM to approach Council to inquire regarding funding opportunities and possible changes. Someone to approach Mike Heyward regarding BA Awards
11.A	Communications: Enhancing Communications with the IfA	
	AJ commends LB and AF for attending the FSIG meeting. AF, LB and CM to act as points of contact for IfA.	
11.B	Communications: Social Networking Websites	
	Facebook Group for IfA/FSIG, LinkedIn- Could put details of upcoming events on Facebook. IfA IT Group – work with them Conference session on social networking? Tweets? AF?	SB to look into Facebook Group events AF to look into tweeting
11.C	Communications: Finds Google Group	
	Need to close this down due to circumstances.	PM to action. SB to announce its closure in newsletter
16.	Any Other Business – Date of Next Meetings	
	Dates of next three meetings and locations agreed: 23 rd January – Leicester. 22 nd May – London. 18 th September – York. AGM in April.	PM to arrange Leicester venue. ML/SB to arrange London venue. AJ to arrange York venue.