

## IFA ARCHAEOLOGICAL ARCHIVES GROUP

30 April 2014 – Midday

The Birmingham and Midland Institute, Birmingham

Minutes

**Present: Anastasiadou-Leigh, Duncan Brown, Lianne Birney, Nick Crank, Emily Evans, Nancy Grace, Catherine Hardman, Helen Harman, Rob Hedge, Louise Jennings, Anthony Lee, Lorraine Mephram Helen Parslow, Sam Paul, Clare Rainsford, Nicky Scott, Rebecca Sillwood and Claire Tsang**

1.	Apologies	Action
	Karen Averby Amanda Forster	
2.	Welcome and Introduction from Chair	
	DB thanked the committee for their work to date, the speakers and also attendees of the AGM.  Special thanks went to Karen Averby for all of her work during her time on the committee.	
3.	Minutes of the previous AGM meeting	
	a. Accepted without revision b. No matters arising	
4.	Officers Reports	
	<b>Secretary's Report</b>  <b>Committee</b> Karen Averby is stepping down as an ordinary committee member. Duncan Brown (Chair of the Committee), Helen Parslow (Treasurer) and Lorraine Mephram (Ordinary Committee Member) are all standing for re-election in their current positions. Helen Harman continues as the Committee Secretary. Following a call for nominations Emma Wells, Theodora Anastasiadou-Leigh and Rebecca Sillwood, have declared an interest in standing on the committee, voting will follow this report. As Karen Averby is standing down there will be one position vacant for an ordinary committee member, please contact the committee if you are interested in applying. <b>Membership</b> The group's current membership is running at 409 (IfA) an increase of 119 on last year's figures and 46 (non-IfA) an increase of 22 on last year's figures.  <b>Communication</b> In 2012 a Facebook page for all events and discussions and a Gmail address for any enquires on the subject of archaeological archives were created. These platforms remain an open form of communication for the group. The group invites all those who wish to contact us to share information on publications and events to use these channels to get in touch. All details are on the IfA Webpages.	

## **Activity**

### **Workshops**

Regional workshops have taken place during 2013 to address various issues including advocacy and access.

Workshops for 2013 included:

15 May 2013 - York

19 June 2013 - Leicester

17 July 2013 - Fishbourne

30 October 2013 - Bury St Edmunds

20 November 2013 - Worcester

Dates for 2014

10 February 2014 - London

7 May 2014 – Durham (spaces remaining)

20 May 2014 Aberdulais Falls, Neath

21 May 2014 Blaenau Ffestiniog

July 2014 – Reading (final event to be followed by evaluation) Details TBC

All have been well attended by attendees from across the archaeological community. Feedback has been very positive. Evaluation will begin in July and completed by the autumn, there is a Plenary Review and Evaluation Conference planned for late September in London. Please check the IfA Website group pages for up to date information.

### **TA Article**

The Committee produced an article for the Winter 2013 edition on a variety of themes and topics surrounding archaeological archives.

### **Group Template**

The group have been asked to prepare a group profile and business template as part of the If A's ongoing commitment to forward planning and communication. These were issued in advance of a vote in support of the information held within them to follow this report.

**There were no questions arising.**

### **Treasurer's Report**

#### **Workshops**

**The archive workshops for the financial year 2013-14 took place in York, Leicester, Fishbourne, Bury St Edmunds, Worcester and London.** The group were given a fund of £450 as a starting budget to cover the costs for rooms etc. However due to charging for the workshops which brought in a total of £985, therefore we only needed to use £36.19 of the £450 starting budget. This would mean we can return £413.81 to the IFA This year we invested in a large suitcase to carry the workshop boxes etc to be able to transported easily on public transport.

Also some of the money spent on coffees etc was used for buying coffee that can be used on other events.

Labels were also brought but again these were used at all the workshops and can be at other events. E.g. AGM

**Archives Money 2013/14 (not workshops)**

The Archive committee has had 1 AGM, 3 committee meetings and 1 group Forum meeting, this financial year and spent £818.50 on travel for 5 committee members. It is anticipated this may increase this financial year due to increase in the committee, although alternatives are being looked at.

**Expenditure**

AGM Travel - HP           08/05/2013  
AGM Travel - HH           08/05/2013

**Income**

IFA Money           750  
Members (46) (non IFA)           460

**Will need adjusting depending on how many through workshops**

AGM Travel - LM           08/05/2013  
AGM Travel - SP           08/05/2013

Committee meeting- HH   03/06/2013  
Committee meeting- HP   03/06/2013  
Committee meeting- LM   03/06/2013  
Committee meeting- SP   03/06/2013  
Committee meeting- KA   03/06/2013  
Committee meeting- HH   02/10/2013  
Committee meeting- HP   02/10/2013  
Committee meeting- LM   02/10/2013  
Committee meeting- SP   02/10/2013  
Committee meeting- KA   02/10/2013  
Committee meeting- HH   15/01/2014  
Committee meeting- HP   15/01/2014  
Committee meeting- LM   15/01/2014  
Committee meeting- SP   15/01/2014  
Groups forum meeting   11/12/2013

**Total outgoing 818.50           Total incoming 1210**

This year the group were given £750 from the IFA and with 46 non IFA members brought in another £460 from subs (however a portion of this money accounted for in the workshop budget, so may need adjusting accordingly). We hope to keep this income coming in by retaining and increasing out non-ifa membership although we also hope that some of these will join IFA as full members instead.

**5. Election of Committee**

**Standing for re-election**

Duncan Brown – Position of Chair  
Helen Parslow – Position of Treasurer  
Lorraine Mepham – Ordinary Committee Member

The group voted unanimously to appoint the above for second terms

**Standing for election**

Emma Wells – Ordinary Committee Member

Theodora Anastasiadou-Leigh - Ordinary Committee Member

Rebecca Sillwood - Ordinary Committee Member

The group voted unanimously to appoint the above to the committee.

**Current Committee and Terms Served:**

<b>Duncan H Brown</b>	Chair	Elected	30/03/11		Re-elected 30/04/14
<b>Helen Harman</b>	Secretary	Elected	08/05/13	Committee Member since 06/03/12	
<b>Helen Parslow</b>	Treasurer	Elected	06/03/12	Committee Member since 30/03/11	Re-elected 30/04/14
<b>Lorraine Mepham</b>	Ordinary Member	Elected	30/03/11		Re-elected 30/04/14
<b>Sam Paul</b>	Ordinary Member	Elected	08/05/13		
<b>Karen Averby</b>	Ordinary Member	Elected	30/03/11	Standing Down 30/04/14	
<b>Emma Wells</b>	Ordinary Member	Elected	30/04/2014		
<b>Theodora Anastasiadou- Leigh</b>	Ordinary Member	Elected	30/04/2014		
<b>Rebecca Sillwood</b>	Ordinary Member	Elected	30/04/2014		

**6. Group Business Plan and Group Profile**

The group voted unanimously to adopt the Group Business Plan and Group Profile.

**7. AOB**

There were no matters arising.

Anyone interested in joining the Archive committee should get in contact with the group via the e-mail address [archaeologicalarchives@gmail.com](mailto:archaeologicalarchives@gmail.com) in preparation for future calls for nomination.

**8. Date of the next AGM**

Date of the next AGM will be decided at a future Committee meeting.

Date of next Committee meeting Thursday 4 September 2014.