

MEETING OF THE IfA ARCHAEOLOGICAL ARCHIVES GROUP

15 January, Committee Meeting: 1:30pm
Waterhouse Square, London.

Minutes

Present: Duncan Brown, Amanda Forster, Helen Harman, Lorraine Mepham Helen Parslow and Sam Paul.

1.	Apologies Karen Averby Lianne Birney	Action
	None	
2.	Minutes of previous meeting	
	<p>a. Noted spelling error in 7.5 should read scouring and not souring.</p> <p>b. Matters arising</p> <p>3. TA article has been completed and the autumn 2013 addition has now been circulated. The article has only received informal responses but all have been positive. Duncan congratulated the committee on its successful publication and the committee extended its special thanks to Lorraine for drawing the article together and producing the final draft including the introduction and discussion.</p> <p>4. Workshops have now been held in Bury St Edmunds 30 October 2013 Worcester 20 November 2013 and Scotland. An update will be included in agenda item 3 of these minutes.</p> <p>7.1 The bulletin had produced some positive feedback in the form of venue offer and it is clear that it is a positive tool to communicate with our group members and it will continue.</p> <p>7.2 The competency matrix and business plan are going to be discussed as part of this agenda and feature as item 5.</p> <p>7.3 The LAARC session on selection and retention will be discussed in the AOB section of these minutes.</p> <p>7.4 4. Duncan Brown attended AAF meeting in Bristol on the 17 October 2013. Unfortunately Rachel Edwards did not attend and therefore the discussions around 'What's in store?' recommendations were limited to a general discussion. The meeting included an update from Wales which included the move of the archaeology from the central museum to the St Fagan's site and the potential cuts within the National Museum of Wales along with the merger between CADW and the Welsh commission. The next AAF meeting is planned for March 2014 Belfast, Amanda Forster will be in attendance on the groups' behalf.</p>	AF

	<p>7.5 The issue of digital archives has been added to this agenda and is item 7.</p> <p>7.6 HEPP article on the workshops and the committee agreed will be produced after the feedback and evaluation has taken place in September.</p> <p>7.7 Date for the next AGM is Wednesday 30 April and the working title is "Collecting Archaeology". The proposed venue will be Birmingham. The day will run alongside a series of talks discussing the collection of archaeological material and the creation of archives. Amanda Forster and Sam Paul to arrange the room and logistics.</p> <p>Duncan and Helen P to contact and arrange speakers.</p>	<p>HP</p> <p>AF SP</p> <p>DB, HP</p>															
3.	Workshops																
	<p>HP gave a brief breakdown of the workshops held since the last meeting at Bury St Edmunds and Worcester.</p> <p>Duncan gave feedback on the session in Scotland. It was noted that the session required transposition onto a different structure of guidance for the creation and compilation of archives in Scotland. It was decided that perhaps a Scottish representative might wish to come to the September event listed below and use the template and model of the workshop and adapt it further for purpose. A similar approach will be applied to the Welsh sessions and feedback will be discussed at the next committee meeting.</p> <p>Future workshop dates</p> <table border="0"> <tr> <td>London</td> <td>10 February 2014 – LAARC</td> <td>DB and HP to chase venue</td> </tr> <tr> <td>Durham</td> <td>7 May 2014 – TBC</td> <td>by HP</td> </tr> <tr> <td>Aberdulais</td> <td>20 May 2014</td> <td></td> </tr> <tr> <td>Blaenau Ffestiniog</td> <td>21 May 2014</td> <td></td> </tr> <tr> <td>Reading</td> <td>June TBC</td> <td>HP or SP to attend</td> </tr> </table> <p>This will end the series of workshops. In July feedback forms will be sent to all previous attendees to inform the evaluation process.</p> <p>A meeting will take place in September 2014 in Birmingham as an evaluation event and a sustainability and legacy discussion.</p> <p>Current ideas for a legacy are an online resource and digital exercises, print/create your own session material, frequently asked questions and train a trainer. Helen H will include another invitation for ideas with the next group bulletin.</p>	London	10 February 2014 – LAARC	DB and HP to chase venue	Durham	7 May 2014 – TBC	by HP	Aberdulais	20 May 2014		Blaenau Ffestiniog	21 May 2014		Reading	June TBC	HP or SP to attend	<p>DB</p> <p>DB, HP DB, HH,</p> <p>DB DB</p> <p>DB, HP, SP</p> <p>HP, LB</p> <p>HP</p> <p>HH</p>
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4.	Budgets and Expenses																																																											
	<p>Group expenditure minus workshops</p> <p>Outgoings</p> <table border="0"> <tr><td>AGM Travel - HP</td><td>08/05/2013</td><td>45</td></tr> <tr><td>AGM Travel - HH</td><td>08/05/2013</td><td>55</td></tr> <tr><td>AGM Travel - LM</td><td>08/05/2013</td><td>66.40</td></tr> <tr><td>AGM Travel - SP</td><td>08/05/2013</td><td>100</td></tr> <tr><td>Committee meeting- HH</td><td>03/06/2013</td><td>44</td></tr> <tr><td>Committee meeting- HP</td><td>03/06/2013</td><td>18</td></tr> <tr><td>Committee meeting- LM</td><td>03/06/2013</td><td>43.90</td></tr> <tr><td>Committee meeting- SP</td><td>03/06/2013</td><td>27</td></tr> <tr><td>Committee meeting- KA</td><td>03/06/2013</td><td>4</td></tr> <tr><td>Committee meeting- HH</td><td>02/10/2013</td><td>55</td></tr> <tr><td>Committee meeting- HP</td><td>02/10/2013</td><td>55</td></tr> <tr><td>Committee meeting- LM</td><td>02/10/2013</td><td>57.50</td></tr> <tr><td>Committee meeting- SP</td><td>02/10/2013</td><td>0</td></tr> <tr><td>Committee meeting- KA</td><td>02/10/2013</td><td>10</td></tr> <tr><td>Committee meeting- HH</td><td>15/01/2014</td><td>42</td></tr> <tr><td>Committee meeting- HP</td><td>15/01/2014</td><td>26.80</td></tr> <tr><td>Committee meeting- LM</td><td>15/01/2014</td><td>45.20</td></tr> <tr><td>Committee meeting- SP</td><td>15/01/2014</td><td>55.40</td></tr> </table> <p>Income</p> <table border="0"> <tr><td>46 paying members</td><td>460</td></tr> <tr><td>IFA money</td><td>750</td></tr> </table> <p style="text-align: center;">Total + £750.20</p> <p>Please note these figures are provisional and all final accounts will be presented at this year's AGM</p> <p>The committee thanked Helen P for her maintenance and good record of accounts.</p>	AGM Travel - HP	08/05/2013	45	AGM Travel - HH	08/05/2013	55	AGM Travel - LM	08/05/2013	66.40	AGM Travel - SP	08/05/2013	100	Committee meeting- HH	03/06/2013	44	Committee meeting- HP	03/06/2013	18	Committee meeting- LM	03/06/2013	43.90	Committee meeting- SP	03/06/2013	27	Committee meeting- KA	03/06/2013	4	Committee meeting- HH	02/10/2013	55	Committee meeting- HP	02/10/2013	55	Committee meeting- LM	02/10/2013	57.50	Committee meeting- SP	02/10/2013	0	Committee meeting- KA	02/10/2013	10	Committee meeting- HH	15/01/2014	42	Committee meeting- HP	15/01/2014	26.80	Committee meeting- LM	15/01/2014	45.20	Committee meeting- SP	15/01/2014	55.40	46 paying members	460	IFA money	750	
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5.	Group Business Plan and Competency Matrix																																																											
	<p>Helen H circulated first draft of the IfA group templates for discussion. It was asked if the terms served could be placed on the group profile. Helen H will update.</p> <p>Ideas that arose from the discussion of group business plan are as follows:</p> <p>Yearly subject survey – to be discussed at the relevant points. This year will be the feedback from workshops survey.</p> <p>Sam raised the creation of a group postcard as part of a targeted postal campaign for new non IfA members to the special interest group was seen as a potential line of communication. To be discussed further at a later date.</p>	<p>HH</p> <p>HP, LB</p> <p>SP</p>																																																										

	<p>Duncan was keen that the group present as part of IfA conference sessions on a bi annual rota alternating with a day conference on the alternate years.</p> <p>The committee were keen for the bulletin to reach a wider audience and asked if the PDF of the TA article and links to the annual report could be sent out to all group members as part of the next bulletin and the general bulletin with links to the annual report could be sent to all SIG's via Lianne.</p> <p>Lorraine has agreed to draft a brief introduction to the group and a call to membership as part of the next bulletin.</p> <p>The competency matrix will go on the next agenda for discussion.</p>	<p>ALL</p> <p>HH, LB</p> <p>HP</p> <p>HH</p>
6.	Group Forum Update	
	<p>Please refer to the Group Forum Minutes dated 11.12.2013 for a comprehensive overview of the meeting.</p> <p>Main outcomes from this meeting are listed below and were circulate by Lianne.</p> <p>1. Validation matrix training workshop – We would like to discuss how these fit in, how SIGs can contribute for their areas and to help develop guidance matrices for all specialist groups where it is possible. Ideally we would like two committee members from each group who feel that this should be done to assist applicants for membership in the future. Details have not been finalised yet but if you can let me know if you are interested at this point we can look to organise the workshop for the summer.</p> <p>2. Three year business plans – These should be completed as soon as possible so that they can be agreed at your next AGM and put in place. Please give us feedback as the forms are flexible and can be changed.</p> <p>3. Events Proposals – If you have had a chance to think about any events you would like to hold over the next year please send in your Group Proposal forms by 10 February as there will be a meeting to agree them the next day.</p> <p>Helen H will include these in the next bulletin for group members' suggestions.</p>	<p>HH</p>
7.	Digital Documentation	
	<p>Helen H circulated Wessex Guidelines and other documents relating to digital photography along with Devon County Council Digital Archives Guidelines.</p> <p>The discussion of digital archives has been raised through the format of digital photography as resources of analogue material are dwindling at a rapid rate. Duncan proposed that the whole issue needs to be addressed</p>	<p>HP, DB</p>

	<p>and asked Helen P to draw together a list of as many policies out there that address digital archives. Duncan will approach Nicola Scott as AAF Committee member for policies on digital archives including digital photography.</p> <p>Amanda Forster will arrange a formal meeting for Wednesday 4 June in Birmingham inviting IfA, FAME, SMA and ALGAO representatives to discuss the issue. Amanda will invite representation from the group at this meeting.</p> <p>The issue of a practice paper based on the Wessex example was discussed and the group felt in principle this was a good idea but that it should be reviewed when all examples are in.</p>	AF
8.	AGM	
	<p>Proposed date Wednesday 30 April. Location Birmingham. Working title - Collecting Archaeology</p> <p>Proposed Schedule 10am -- Meet 10.25-10.30 - Introduction 10.30-10.50 – Speaker 1 10.50-11.10 - Speaker 2 11.10-11.30 – Speaker 3 11.30-11.50 – Speaker 4 11.50-12.00 - Summary 12.00-12.30 - AGM 12.30-13.30 - Lunch 13.30-13.50 – Introduction to PM session 13.50-14.50 - Workshops. "Where do we go from here?" 14.50-15.00 - Summary 15.00–15:30 - Tea 15.30 - Optional Tour</p> <p>A nominal charge may be applied to this event to cover costs.</p>	SP,HP
9.	Date of the next meeting	
	<p>1. Sam asked about links to OASIS that pointed to the social value of archives for example for schools etc. because otherwise why are we keeping it. Duncan says Claire Tsang is currently looking at resources etc. Duncan will keep the group posted on progress.</p> <p>HERS can provide some of this but do not have it online. Duncan mentioned the Bristol "know your place" and the Lincoln websites.</p> <p>The committee talked about how there could be a link to museum collections.</p>	DB
10.	Date of the next meeting	
	Wednesday 23 April - Birmingham	