

**MEETING OF THE IfA ARCHAEOLOGICAL ARCHIVES GROUP**

Committee Meeting: 1pm, 23 April 2014

Meeting room 3, 3rd floor, 77 Paradise Circus, Birmingham B1 2DT

**Minutes**

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

1.	Apologies	Action
	Karen Averby Sam Paul	
2.	Minutes of previous meeting	
	a. Accepted without revision b. Matters arising  7.4 Feedback from AAF Belfast, AF to collate previous meetings and southport look at main points and review how this can feed into future IfA AASIG work.  Review in Wales - 21 recommendations forthcoming  ADS working with county archaeologists to move digital archiving forward  Photographic issue - no real solutions, suggestions inc. passing it on to FAME  AAF Forum scheduled for October	AF, DB
3.	Workshops	
	HP gave a brief breakdown of the workshop held since the last meeting in London.  Planned workshops:  Durham 7 May - currently 9 attendees (7 places left)  Reading - Workshop Wednesday 9 July (Beginning of evaluation)  Wales workshops:  20 May 2014 Aberdulais Falls, Neath 21 May 2014 Blaenau Ffestiniog  Plenary - review and evaluation conference – Wednesday 24 September (London - Provisional) look into Quakers meeting house. Open invitation	DB, HH  DB, HP  DB DB  HH

	Teaching kit development	HP
	Evaluation via survey to include request for input into development of teaching kit.	HP
	Thanks to Lorraine Mepham for application for training award application unfortunately we were unsuccessful.	All
<b>4.</b>	<b>Call for Committee Members</b>	
	3 nominations for committee members, no need to put to vote only voting on election needed.	
<b>5.</b>	<b>Budgets and Expenses</b>	
	£800 budget set for next year	
	Increase in committee members will lead to an increase in travel costs To investigate most cost effective was and were to hold future meetings.	HP
	Final accounts will be presented at this year's AGM – See AGM Minutes for 2014	
	The committee thanked Helen P for her maintenance and good record of accounts.	
<b>6.</b>	<b>Group Business Plan and Competency Matrix</b>	
	Helen H circulated updated draft of the IfA group templates for discussion. It was asked if the terms served could be placed on the group profile.	HH
	Amends that arose from the discussion of group business plan are as follows:	
	Change meeting dates	
	Matters arising:	
	The competency matrix will go on the next agenda for discussion following discussions alongside validation committee members forthcoming. HP to attend meeting in July.	HP
	HH to amend and present for group vote at AGM	HH
<b>7.</b>	<b>Digital Documentation</b>	
	4 June planning meeting ahead of 'Bourne Digital' Meeting planned for late September - AF DB Catherine and others to attend (York)	DB, AF
	AF will be taking the digital question to IfA Council	AF
	Is it just a bourne digital data issue? Round table discussion with various reps from FAME, SMA, ADS, IFA and ALGAO, RCAMS, CADW etc.....	

	<p>Who? Any suggestions?</p> <p>Collecting archaeology?</p> <p>September meeting planned - invited attendees only for the initial discussion (TBC)</p>	AF
<b>8.</b>	<b>AGM</b>	
	<p>Wednesday 30 April. Location Birmingham 'Collecting Archaeology'</p> <p>Workshop schedule amends:</p> <p>Shorter intro for longer discussion</p> <p>HH to amend and bring on the day.</p> <p>List of questions to form workshop:</p> <ol style="list-style-type: none"> <li>1.What information do you use to create a selection strategy? E.g. Research Frameworks and published syntheses.</li> <li>2.Do you visit repositories to revisit archives as part of your research and/or project planning?</li> <li>3.How do you develop and manage a recovery and sampling strategy (including finds, paper and digital) and how is that informed by selection?</li> <li>4.Do you use reference collections and/or type series? And if so which one and how easy are they to access?</li> <li>5.Who is in your network relating to archaeology in your area and nationally?</li> <li>6.Who are we collecting for? E.g Do you use archaeological archives to engage the public? Are archives used to inform local research?</li> </ol> <p>Feedback at the end and discussion around the issue.</p> <p>HH will compile questions and bring on the day and follow with a summary document with responses and findings.</p> <p>Helen P to talk to Lianne and make up groups with a mix of people on each table. Helen P will finalised lunches and teas/coffee</p> <p>Lianne Birney will bring certificates</p> <p>AGM – Election of Committee members</p> <p>Re-election of DB, HP and LM to current roles to take place</p> <p>3 nominations for committee members, no need to put to vote only voting on election needed. Karen Averby to stand down</p> <p>Helen P to provide treasurer report</p> <p>Helen H to provide secretary report</p> <p>Vote on Group Template and Business Plan will take place</p>	<p>HH</p> <p>HH</p> <p>HP, LB</p> <p>LB</p> <p>HP</p> <p>HH</p>
<b>9.</b>	<b>AOB</b>	
	<p>Archive Article -submitted for next diggers forum newsletter by HH</p> <p>To extend and liaise with Groups Forum for exchange of articles</p>	HH, LB

	HP went to Cambridge - How to work to our guidelines? For comments and recommendation? New barcode system. Situation currently subject to discussions.	
<b>10.</b>	<b>Date of the next meeting</b>	
	Thursday 4 September – London (TBC)	DB