

## Committee Minutes

22 January 2016, 16.00  
By HE Conference Call

**Present :**

Hugh Corley (Chair), Colin Forrestal (Secretary), Edmund Lee, Ben Wallace, Sarah Orr, Jeremy Oetgen (Treasurer), Dougs Rock-MacQueen

1.	Apologies	Action
	Lianne Birney	
2.	Previous Minutes	
	1. These were accepted as correct.	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> <li>• The new Treasurer is Jeremy Oetgen, LB has agreed to assist</li> </ul>	<b>LB</b>
4.	Annual Report	
	<ul style="list-style-type: none"> <li>• With CifA.</li> </ul>	
5.	Priorities for 2016-2017	
	<ul style="list-style-type: none"> <li>• Group Forum and Social Media - Presentation went well. CF to circulate Group Forum minutes.</li> <li>• 3 year Plan - with CifA.</li> <li>• Competency Matrix - Received back from working group. Comments by 5th Feb. HC/LE to liaise..</li> <li>• Software Expo Organisation - postponed until next year. See A.O.B</li> <li>• LE/HC - IMSIG Workshop at CifA Annual Conference 2016</li> </ul>	<b>CF</b>  <b>LB</b>
6.	Newsletter	
	<ul style="list-style-type: none"> <li>• <b>HC</b> to circulate draft feedback by 4th Feb.</li> <li>• Need to add the committee requests and survey details and committee members bio's.</li> </ul>	<b>All</b> <b>All</b>
7.	Future Meetings	
	<ul style="list-style-type: none"> <li>• CF to use meet-o-matic to schedule March May meetings.</li> </ul>	<b>CF</b>
8.	AOB	
	<ul style="list-style-type: none"> <li>• <b>CF</b> suggested holding Major Infrastructure Impact on Archaeology with RIG and Archives day conference and IMSIG AGM suggested July. Including Child Care.</li> <li>• Need group membership list.</li> <li>• Need committee membership eligibility to be checked.</li> <li>• <b>HC</b> to stand down as Chairman at next AGM.</li> </ul>	<b>CF</b> <b>LB</b> <b>LB</b>
10.	Next Meeting	
	<ul style="list-style-type: none"> <li>• To be Agreed</li> </ul>	