

Committee Minutes

5 May 2016, 16.00
By HE Conference Call

Present :

Hugh Corley (Chair), Colin Forrestal (Secretary), Jeremy Oetgen (Treasurer), Lianne Birney, Ben Wallace, Sarah Orr, Doug Rocks-MacQueen.

1.	Apologies	Action
	Edmund Lee	
2.	Previous Minutes	
	1. These were accepted as correct after Jeremy Oetgen added to apologies.	CF
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • Proposed Major Infrastructure Impact on Archaeology day conference with RIG and Archives in July 2016. In consultation with various parties it was felt that more planning was required and as such the event has been postponed until Spring 2017. • Require an updated membership list, CF to circulate previous. Required to target for future committee members and/or speakers at events. • CF and JO require election as officers, CF for 2nd term and JO as currently co-opted as Treasurer. EL, SO and BW all need to step down at next AGM. CF proposed a vote of thanks and appreciation for all their contributions to IMSIG for EL, SO and BW. Unanimously accepted. Nomination forms required for AGM. • HC may stay on as Chairman for a further year if required. See requirement for group list. 	<p>CF</p> <p>LB/CF</p> <p>LB/CF</p>
4.	Annual Report	
	<ul style="list-style-type: none"> • Filed. 	Completed
5.	Update on Priorities for 2016-2017	
	<ul style="list-style-type: none"> • IMSIG AGM Event - This is now a priority as both software and major infra events are next year. Two suggestions put forward as to possible events/venues as felt that as CifA AGM was already a half day and venue unknown holding AGM here was inappropriate. <ul style="list-style-type: none"> ○ HC suggested a CPD and AGM event in conjunction with the FISH event in Edinburgh due to take place Oct/Nov 2016. This coincides with the FISH/HER Net ongoing project on data standards. ○ HC will be meeting with FISH in early June when he will discuss the possibility of a joint event. ○ CF suggested a day event at Bletchley Park again Oct/Nov. CPD workshop on Data Management / Process/Standards/Strategy including OASIS redevelopment. Along the lines of what is already available and what is being developed. Felt it could involve York/MICE project but basically designed to stop people re-inventing the wheel. ○ It was felt that this could be continued by email discussion and a targeted opening up to members of the group. (Use group membership list) ○ HC/CF to report on venues by 10 June. ○ Details to be produced by 17 June of topics as well as venue and date. • 3 year Plan - accepted no alterations this meeting. • Competency Matrix - Accepted by working group - Vote of thanks to EL for all his valuable input. Now in use. • Software Expo Organisation - postponed until next year. • IMSIG Workshop at CifA Annual Conference 2016 - Feedback was very good and the presentation and discussion was considered excellent. Vote of thanks to HC, EL and Martin Newman for a job well done. 	<p>Completed</p> <p>All</p> <p>HC/CF</p> <p>HC/CF</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>

6.	Newsletter	
	<ul style="list-style-type: none"> Aim is to produce a newsletter to be circulated end of July/August. HC to co-ordinate with LB in producing it. Details of Events and CPD workshops involving IMSIG and related groups. See item 5. To include the request for committee members and current committee members bio's. 	HC/LB CF All
7.	Future Meetings	
	<ul style="list-style-type: none"> CF to use meet-o-matic to schedule meeting for last fortnight in July. 	CF
8.	AOB	
	<ul style="list-style-type: none"> None 	
10.	Next Meeting	
	<ul style="list-style-type: none"> 26/07/2016 16:00 by HE Conference Call 	