

**Committee Meeting: 24 January 2020, 12 pm**

Historic England, 8th floor, The Axis Building, 10 Holliday Street, BIRMINGHAM, B1 1TF

0191 625 6870

**Minutes**

Present: Theodora Anastasiadou, Zoë Hazell, Katie Green,

David Ingham, Hazel O’Neill, Helen Parslow, Steve Baker

Also: Jen Parker Wooding (CIfA)

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| **1.** | **Apologies** | **Action** |
|  | Steve Reed, Deborah Fox |  |
| **2.** | **Committee matters** |  |
|  | **2.1 Chair’s report (TA)**  The chair welcomed everyone, introduced JPW (CIfA) who had been invited to attend this committee meeting, and introduced some of the topics to be discussed later, in particular the group’s upcoming AGM day (See Item 4.2).  **2.2 Treasurer’s report (KG)**  Spending has continued to be low, but final figures require some cross-checking with claims submitted.  **2.3 Secretary’s report (ZH)**   * Minutes from the previous AAG committee meeting are online. * Various documents are to be submitted to CIfA (See Item 3.1).   **2.4 Conference officer’s report (DI)**  Plans for the upcoming AGM day are in progress (See Item 4.2). | KG |
| **3.** | **Representation to CIfA governance and in all CIfA activities** |  |
|  | **3.1 CIfA annual conference (Bath, 22-24 April 2020) ALL**   * Update on session proposal(s)   The session proposals that had been submitted from AAG committee had been rejected, although feedback included the suggestion of taking those proposed theme(s) forward as a separate event.   * Attendees from the committee at the ‘Meet the Committee’ event.   Any committee members attending the conference should aim to attend this special session.  The suggestion has also been made to request a specific AAG table to promote the group, which can be staffed as/when committee members are available.  **3.2 Requests from Megan Keates (CIfA Membership Engagement Coordinator)**  The group’s 3-year plan (2020–2023) was discussed by the committee (for completion of the form by ZH), and so too was the annual budget request form (for completion by KG). These will be submitted (for 30 Jan 2020) when finalised.  Draft questions will be compiled for the group’s members’ survey.  **3.3 Finalise archive RO inspection questions**   * Committee members to feedback archive *inspection question* suggestions to TA if they haven’t already [see minutes of previous meeting]. * JPW also requested comments on the *application form* to become an RO, to be sent to her asap. Although this was originally sent round the committee in March 2019, it is not clear that the comments were finalised and/or that they reached the required central CIfA contact. Committee members should check they have nothing further to add. | Various  ZH  ZH, KG, TA  TA  TA, ALL  ALL |
| **4.** | **Promote awareness of archaeological archives; seminars, workshops** |  |
|  | **4.1 Selection Toolkit project: Progress report KG**  KG is chasing up more feedback from those who attended the toolkit training days. It was suggested that an update/summary of the project is presented at the AAG’s AGM day (stc).  The final report on the project is in progress. KG is to send the draft to ZH for an appraisal of the environmental component.  KG is also reviewing the website, and requested that the committee members visit it to check for any updates (e.g. new/revised guidelines).  **4.2 Discussion of the AAG’s AGM day (18 March 2020) ALL**   * The theme is ‘Digital future preparedness’. DI summarised the response to the call for papers so far. Discussion was had about the submissions already received [already circulated to the committee by DI], and it was decided to extend the deadline until 30 Jan. Some of the committee will prompt individuals as agreed, to ensure a good range of topics and sectors represented. Decisions on final papers and the day’s programme to be made by the committee on 31 Jan. * DI also confirmed that the venue (BMI) has been booked, and will have 70 capacity. * A feedback form will be produced for the AGM, asking for suggestions for next year’s AGM day.   **4.3 Possible statement/short article on issues challenging archaeological archives ZH**  Work on drafting an initial list of challenges has started. This is to be completed for input from the rest of the committee.  Given the lack of capacity to produce a contribution to the upcoming special edition of The Archaeologist on the topic of archives [deadline 1 April], it was suggested that instead, the theme could be maintained in subsequent issues, as a regular column highlighting a different challenge/topic/sector (by a different author) each issue.  **Other:**   * Promotional materials: with the AGM and annual conference coming up it seems a good time to review the existing promotional material (postcard, banner) with a view to making updates and revisions. A request was made amongst the committee for recent images, demonstrating the diversity of archiving, and a particular need for digital archiving to be represented. | KG, ZH  ALL  Various  Various  ZH  ALL  ALL |
| **5.** | **Focus on issues of standards, best practice, advocacy and access** |  |
|  | **5.1 DigDigital project**  KG provided a brief project update. Phase 2 should be underway in March 2020, and there will be a workshop at the CIfA annual conference in Bath.  [NB project documents are available here: <https://digventures.com/projects/digital-archives/>]  **5.2 Archives Standards and Guidance**  JPW had circulated the S&G document prior to the meeting, and would like any suggestions/edits individually, as soon as possible before March 2020. Note that this is within the context of a larger scale re-working planned as part of a CIfA wider review.  JPW is in the process of setting up a (new) S&G Advisory Panel.  **Other:**   * KG gave an update on the HERALD project (re-designing OASIS) which is currently in stage 3. After March 2020 it will become available for testing, so the ADS is still calling for users to test the new system. For more information on volunteering to help with this, KG can advise.   The overall plan is to have the new system live in March 2021. | ALL  Various |
| **6.** | **Group aims 1 to 5** |  |
|  | **6.1 Update on MOL Archives: significance based selection event (30 July 2019) ZH**  Currently there are no plans in place for a follow-up event. However, MOL and GLAAS are aware of our interest and the committee’s offer to assist, and will be in touch with ZH as/when.  **6.2 AAG’s 3-year plan ALL**  The 2020–2023 plan was discussed.   * The proposed survey topics agreed on at the last meeting will be taken forward within the upcoming plan. * The 3-year plan will be finalised and submitted to CIfA by 30 Jan 2020.   **6.3 Discussion of Museum Association’s manifesto wrt archives**  SR had raised that the manifesto should be considered by the committee. It appears that there is little mention of archaeological archives, and it was agreed at the meeting that this requires further consideration by the committee.  The need for working more-closely with the MA and SMA was noted, and it was suggested that the possibility of funding a member of the committee to attend the annual MA conference (to present, possibly collaborating with the SMA) is explored by the treasurer.  **6.4 Curators: deposition guidelines and digital archiving**  HO’N outlined a recent experience with a repository that highlighted the need for better awareness about appropriate digital archiving methods, requests and costs. It demonstrates the need to be mindful that misconceptions and misunderstandings persist in the sector… | ZH, TA, KG  SR, with ALL  KG |
| **7.** | **AOB** |  |
|  | **7.1 Upcoming meetings/events:**   * CIfA Advisory Council meeting (13 Feb 2020); SB to attend * CAA (14–17 April, Oxford) <https://caa-international.org/> * Archaeological Archives Forum (19 March 2020); HP and KG to attend * MA conference (5–7 Nov 2020, Edinburgh)   <https://www.museumsassociation.org/conference/save-the-date-Edinburgh-2020>  **7.2 Other**   * SB attended the previous CIfA Advisory Council meeting on behalf of the AAG. * 1-day CPD days are being planned by the ADS * KG and HP raised the topic of ‘Security Copying’ having had discussions as part of the AAF which included the suggestion of putting together a project proposal, to establish the status and perception of this process within the sector. | KG, HP |
| **8.** | **Next of next meeting** |  |
|  | June 2020  A Doodle poll will be sent round to decide a date for the next meeting (Birmingham); during the week commencing 15 June. | ZH |

Minutes: Z Hazell, with contributions from attendees

January 2020