

AGM: Wednesday 17 June 2020, 10.30–11.00am

Teleconference meeting, Zoom

Minutes

Committee present: Theodora Anastasiadou (Chair), Zoë Hazell (Secretary), Katie Green (Treasurer), David Ingham, Helen Parslow, Deborah Fox

And hosted by Meg Keates (CIfA Membership Engagement Coordinator)

Total number of participants: 23 (excluding MK)

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| **1** | **Welcome (TA)**  |
|  | Committee apologies: Stephen Reed, Steve Baker, Hazel O’Neill |
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| **2** | **Committee member introductions** |
|  | The committee members present each introduced themselves to the group. |
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| **3** | **Chair’s report (TA); Group matters**  |
|   | *3.1 Membership numbers; group’s outlets (webpage, social media)*TA started by presenting the group membership figures: as of June 2020 members total 626, of which 599 are CIfA members, and 27 are non-CIfA members. Members are encouraged to communicate with the committee via the Gmail email account for all archival matters.*3.2 Approval of Committee* No nominations had been received except those of the committee members already in post; Secretary – ZH (having been previously co-opted), and Ordinary members – HP (having previously been co-opted), and DF, DI and SR (having reached the end of their first term). All were passed by the group. Steve Baker continues as the committee’s Advisory Council representative.*3.3 Selection toolkit – main points*As it has been a large part of the committee’s work, TA highlighted some of the main points to have come from the work on the selection strategy toolkit for archaeological archives:* Management plans to be incorporated into WSIs
* Digital technologies of the field record and their archives: storage – curation – deposition, which will require new training for an archiving officer
* Sampling of the finds archives in collaboration with all specialists

*3.4 3-year plan approval/adoption*The three year plan is up on the group webpage. The version is that which was produced in January 2020; it will be updated by ZH to take into account the necessary changes in scheduling due to the on-going Covid-19 situation.*3.5 CIfA accreditation and competence matrix*TA talked introduced the archaeological archives competency matrix, which the committee reviewed in December 2019. She also reminded the group that CIfA have been holding online application/accreditation workshops [check the CIfA events calendar for upcoming sessions]. If any member would like advice on the specialist matrix then they are encouraged to contact the committee. The committee would also like to hear back from members who went through the process successfully using it.*3.6 Postcard competition*The group recently held a competition to illustrate the AAG postcard (due to be updated). Thanks to all those who submitted entries. Entries were scored by the committee, and the winning entry highlights the issue of Transfer of Title. |
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| **4** | **Secretary’s report (ZH, with TA)** |
|  | *4.1 Summary of 2019–2020 activities/involvements (Events, Training, Advice, Engagement)*ZH listed the main activities that the committee was involved with over the past year. It has been a busy year, and a sample of these include:* assisting on the Selection Strategy Toolkit training days,
* CIfA Registered Organisation-related; application form questions, inspection questions, attending inspections,
* commenting on consultations (eg Historic England consultations, and the Treasure Act), and
* providing advice and/or input; on deposition guidelines; and to the EAC (European Archaeological Council).

*4.2 Upcoming*4.2.1 Conference day 2020, postponement and rescheduling: the conference day *How prepared are we for the digital future?* (cancelled from 18 March 2020) will be delayed until March 2021. The precise date is tbc, depending on the availability of the presenters.4.2.2 Group survey – topic, timing. The topic for this year’s survey is: ‘Resourcing of staff in archaeological archives’, and will explore issues around demographics of archives teams, job specifications and role expectations (wrt the competence matrix), management levels, and resourcing. The committee will soon start drafting the questions, and group is invited to input thoughts/suggestions. |
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| **5** | **Treasurer’s report (KG)** |
|   | *5.1 Group’s accounts*KG presented the group accounts for 2019–2020; Income totalled £916.10 (£800 from CIfA, and £116.10 from non-membership fees), and Expenditure totalled £509.55 (£489.55 on committee travel to meetings, and £20.00 on the postcard competition prize). There was no spending on room hire for committee meetings, as they take place at Historic England offices, arranged by ZH. The account is therefore in £406.55 credit. |
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| **6** | **Group discussion (All group, TA chair)** |
|  | *6.1 Topics and issues raised by group members*Effect of Covid-19 – in terms of the group’s activities, the main impact of this has been on the postponing and scheduling of events (AAG and CIfA annual conferences).CIfA virtual tea breaks – these are being run by CIfA on Zoom, and there is interest to have an archives special interest group event, which MK will organise [of the various dates suggested, Friday 10 July 2020 has since been selected].On the Zoom chat, a few group members requested some form of introduction/training on using ADS. KG responded that ADS is working on some videos and webinars at the moment; members should keep an eye on the ADS social media for information.DF summarised the current Covid-19 situation in terms Museums Worcestershire; there had been a drop in physical depositions and related enquiries. Only essential work has been carried out in store in line with instructions issued by ACE. No Museums Worcestershire staff have been furloughed but work during lockdown has been prioritised to isolation outreach and being ready for business. Efforts are now focussed on re-opening on 4 July. KG also gave a summary of digital depositions to the ADS during recent times; having reached a trough in the numbers of digital depositions, the number is now very slightly increasing.More widely, DF highlighted the large numbers of staff that have been furloughed within the museum sector, and concerns about the challenges that the sector will face in the future.No issues or discussions were raised by the group members. |
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| **7** | **AOB** |
|  | TA mentioned that the group continues to work with other CIfA SIGs, in particular the *Finds Group* and *Information Management Group*. ZH reminded everyone that all the group’s documents are available on the group’s webpage [<https://www.archaeologists.net/groups/archives>]. |
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| **8** | **Closing remarks and thanks (TA)** |
|  | TA thanked everyone for attending.Addendum: the committee would also like to thank MK for her help and support with the meetings and beyond. |