AAG Committee Meeting: 16 January 2019

HE Birmingham

Minutes

Present: Sam Paul (SP), Theodora Anastasiadou (TA), Katie Green (KG), Steve Baker (SB), David Ingham (DI), Zoe Hazell (ZH), Lianne Birney CIfA Staff (LB).

1.	**Apologies**	**Action**
	Deborah Fox (DF), Hazel o Neil (HoN), Stephen Reed (SR)	
2.	**Committee matters** **2.1** Brief request from SP to prepare our reports for the AGM and as SP is due to step down in March there is a procedures discussion on nominations and elections in advance of our AGM (20 March). **2.2** KG informed us of our £800 travel budget and final report due in February and to be presented on AGM. **2.3** TA informed us about the Facebook and several enquiries about the event and a few points to be presented on AGM. **2.4** After amendments in advance of today's meeting, the previous meetings minutes are accepted and due to be emailed to LB.	SP KG TA
3.	**Representation to CIfA governance and in all CIfA activities**	
	3.1 We have contributed to the first list for CIfA. Archives officers to participate in the 2019 inspections. Kerry Wiggins to update us during the year. **3.2** Regarding updating the RO and standards and guidance documents: The AAG committee having reviewed them considering the selection toolkit, realise there is quite a bit of general updating to do above incorporating the toolkit. KG feels we should therefore wait to submit our edits until the digital survey from Amanda Foster is completed so we can incorporate their results too and make more major changes all at once. ZH feels that the Toolkit bibliography needs to be included. SP would like to have a deadline for our comments on the documents to match our AGM. AAG Committee will have to send their comments by email or via a google doc before 20 March. KG to set up a Google doc for us. AAF would like AAG to update the general archive Standards and guidelines, however once the Dig Ventures project is completed and the toolkit is no longer the committee's priority perhaps there could be a new proposal submitted to HE to do this.	SP KG and all

4.	Promote awareness of archaeological archives: seminars, workshops	
	4.1 March 2019 Discussion on the 3 potential groups of presentations for the AGM conference. SP also discussed that there may be available bursaries for the RAOs to present an ongoing project using the Toolkit If current organisations fail to get back to her in time. Last call for the Project Managers in a few days	DI and all
5.	Focus on issues of standards, bets practice, advocacy and access	
	5.1 The selection Toolkit project is now in Phase 2. SP to attend a meeting in Birmingham in February to look at how to structure the 6 potential workshops for about 20 people per workshop. The aim is to cover different parts of the country as with the initial AAG ones and depending on location the Committee members will be called to participate. SP estimates that the first review of the Toolkit should take place in winter 2020.	SP KG
	5.2 SP provided an update from the first meeting in York looking at e-learning modules with P Gibbs from CIfA. There is the prospect that the toolkit could become an e-learning CPD module. There is potential for there to be a whole series of 'archive' e learning modules on a variety of topics. The deadline for the above is summer 2019. LB to send us a link for the e-learning module.	TA SP SB DI

DF |
	5.3 TA to suggest toolkit as a pilot for the A14 pottery group to begin with. Further discussion for the Toolkit to be applied to RAO s current projects after 20 March.	
6.	AOB	
	6.1 TA mentioned the Leics Museums new transfer of title and copyright forms which have now been issued to RAOs.	TA
	6.2 TA gave an update of the CAA Conference in Edinburgh in October and the agenda of the IMSIG which she is following as an OCM.	DI
	6.3 ZH gave us a brief introduction to the publication on the introduction of sweet chestnut into Britain (Brittania, Jan 2019).	SP
7.	Next AAG meeting	
	20 March 2019 AGM and event at Birmingham BMI	