

AGM Committee Meeting and Event: 14 March 2018

BMI Birmingham

Minutes

Present: Sam Paul (SP), Katie Green (KG), Theodora Anastasiadou (TA), Steve Baker (SB), David Ingham (DI), Zoe Hazell (ZH), Stephen Reed (SR)

1.	Apologies	Action
2.	Welcome and Introduction from the Chair	
	<p>SM thanked all the speakers and attendees. We had 10 speakers and 50 attendees and interesting feedback during lunch and discussion. We ensure we have a rep at the Groups forum and the Advisory council meetings. The AAG membership currently stands at 511 ClfA members and 29 non-ClfA.</p>	
3.	Minutes of the previous AGM	
	SM and Committee accepted last meeting's minutes (17.01)	All
4.	Officer's reports	
	KG reported on the costs for this year which are coming to £787.31 and itemised how this amount was spent.	
5.	Secretary s report	
	TA introduced the AAG s philosophy and activities to the attendees and encouraged them to follow us on Social media. All the attendees have been given 1-year free membership.	
6.	New member in the Committee	
	Hazell O' Neill has been elected as an OCM	
7.	AOB	
	<p>Toolkit presentation</p> <p>The Developing a Selection Toolkit for Archaeological Archives (Phase 1) aimed to produce a Toolkit to assist in the creation of a selection strategy for all components of the working project archive prior to deposition with a repository. The objectives of the project were to:</p> <ul style="list-style-type: none"> · Agree through stakeholder consultation what the Toolkit should include. · Produce selection strategy templates for various types of archaeological project. · Produce standard text introducing the Toolkit, an advocacy statement on selection, and generic guidance for the documentary, digital and material archive components. · Collate existing guidance documentation and selection strategy 	All

	<p>examples to accompany the Toolkit.</p> <ul style="list-style-type: none"> · Compile case studies of successful selection strategies to date. · Agree draft version of the Toolkit to be sent to ClfA AAG and ClfA FG membership for consultation. · Devise scenarios to which the draft selection Toolkit can be applied during ClfA AAG CPD session. · Agree final version of the Toolkit to be adopted by ClfA. · Obtain endorsement for the Toolkit from all relevant SSN's. <p>During Phase 1 of the project, the working party produced a Selection Toolkit to aid in the formulation of a project specific selection strategy. The working party membership represented the Chartered Institute for Archaeologists (ClfA) Archaeological Archives Group (AAG), the ClfA Finds Group (FG), the Society for Museum Archaeology (SMA), the Association of Local Government Archaeological Officers (ALGAO), Historic England (HE), the Archaeology Data Service, and the Archaeological Archives Forum (AAF). The Toolkit will be sent out for consultation and workshopped at the ClfA Annual Conference in Brighton on April 25th</p> <p>-This workshop will begin by presenting the importance of preparing a strategy at the outset of a project, then present case studies of successful strategies focusing on three key elements, planning, practice and collaboration. The workshop will then introduce the AAG tool kit to participants who will carry out a practical activity that will encourage participants to think critically about how to create their own strategies.</p> <p>-KG was posting on our Tweeter account throughout the day to cover the event</p>	
8.	Next meetings	
	Next committee meeting in July	All