

MINUTES OF THE MEETING OF THE CIfA FINDS SPECIAL INTEREST GROUP

Held: Wednesday 17th January 2017 11:00am at CGMS offices,

Bastion House 140 London Wall EC2Y 5DN

Attendees: Duncan Brown (DB; Acting Chair), Louise Rayner (LR; Acting Secretary), Kayt Hawkins (KH), Rowena Hart (RH), Ruth Pelling (RP), Mags Felter (MF)

As no agenda had been prepared for the meeting in advance, one was drawn up at the start of the meeting. The opportunity was taken to trial a restructured agenda in an attempt to re-focus items, reduce repetition and enable progress on specific items to be better tracked through the meeting minutes. These minutes reflect the new agenda structure which is also included as an appendix.

**1. APOLOGIES**

Apologies: Phil Mills (PM), Alex Beeby (AB), Marie-Claire Rackham-Mann (MCRM), Matt Parker Wooding (MPW)

**2. MATTERS ARISING**

2.1 Scanned through previous minutes to review actions and check all items were covered under new agenda structure.

2.2 Previous minutes agreed.

**3. FINDS ISSUES**

3.1 INTERNAL TO CIFA

3.1.1 In MPW absence no report back from Advisory Council. Committee discussed need for confirmation from MPW that he is able to continue in both roles given new job/location and difficulty attending meetings.

3.1.2 CIfA Conference 2017 – Newcastle 19th-21st April. No FSIG session planned for 2017 but discussion about possibility of having a stall/banner for the group to promote AGM event, recruit new members, promote other finds related initiatives such as 7090 event, pottery standards etc.

ACTION: Contact Kerry Wiggins@ CIfA re: getting banner, arranging stall.

DB and LR to attempt to meet Kerry next Thursday when in Reading. MEETING ARRANGED

3.2 EXTERNAL

3.2.1 Need to promote AGM event via FSIG Newsletter, RP to promote via AEA. MF to provide liaison with ICON and feedback committee meeting news.

3.2.2 MF proposed idea for developing joint conference session for 2018 with ICON and potentially AEA.

3.2.3 MF reported on re-launched of First Aids for Finds which has been revised by ICON and Rescue.

**4. TRAINING**

4.1 DB reported on Historic England organised training days related to pottery based on new guidance documents on residue analysis and pottery production sites. To be held in Bristol 9th Feb (fully booked), London 1st March, York 23rd March.

4.2 RP updated on the Fay Worley’s (HE) project (minutes 14/09/16 point 4.6)which is still ongoing and working on recording sheets.

**5. FSIG EVENTS**

5.1 AGM EVENT 17th May 2017

5.1.1 KH reported in set up progress to date and circulated draft event flyer prepared by Lianne Birney. Some discussion around price point but otherwise flyer text agreed.

5.1.2 Discussion around potential speakers to be invited based on awareness of current project and interesting work ongoing including: Ben Jervis, Roman Settlement project (Martyn Allen and/or Tom Brindley), LP archaeology, Must Farm team.

ACTIONS:

RP to speak to Lisa Lodwick re: Roman settlement work

LR to email CAU re: Must Farm

MF to look out LP speaker details

5.1.3 Call for papers flyer discussed. Speakers to be confirmed by end of February. Papers of 5 to 20 minutes to be encouraged.

5.1.4 Run through of probably timetable for the event sketched out.

5.1.5 Discussion around whether opportunity at event to feedback on 7090 Finds reporting project. Decided would probably be good idea and could be expanded or shortened depending on time available.

5.1.6 Discussion around whether any committee posts due to election.

ACTION: MPW to provide update.

5.1.7 Paperwork for AGM to be sent out in early April.

**6. FSIG PROJECTS**

6.1 7090 STANDARDS IN FINDS REPORTING

6.1.1 LR reported on the progress of the project based on last meeting which tok place on 16th November 2016. The project is going very well and the consultant Alice Cattermole continues to make excellent progress. The 7090 meeting discussed issues from the data collection phase such as problems of geographic coverage, getting the right number and range of report types etc but nothing that had been particularly unexpected and Alice had good solutions for all aspects. She was planning some limited telephone based surveys to plug gaps and attempt to explore why in some areas availability of reports was more limited. The idea to have a stakeholder meeting had been developed into a follow up event to provide results from the survey and to develop the idea/acceptance of the criteria that had been set up for the project.

6.1.2 Discussion amongst the FSIG committee suggested the idea of a separate day event for the 7090 project was preferred options so this will be taken to next 7090 meeting on 26th January 2017.

6.2 GLOSSARY OF TERMS

6.2.1 DB had not yet circulated Southampton example but will do so.

ACTION: DB to email Southampton glossary of terms

6.3 SURVEY OF SPECIALISTS

6.3.1 CIfA have recently circulated email links to new Landward/CIFA organised Survey of Specialists.

6.3.2 No other action on survey undertaken or reported.

**7. COMMUNICATION**

7.1 KH reported contact from Diversity and Equality SIG who asked whether we wanted to contribute something to their blog or to promote an event. KH to respond with information about the AGM event.

ACTION: KH to reply to D&E SIG

7.2 WEBSITE

7.2.1 Needs some updates. Kerry Wiggins new contact point for this at CIfA. To query whether we can add photos to website. MF to organise new bios for committee members. AB and RP need to be added to list of committee members.

ACTION: LR to reply to Kerry’s email with questions about website

7.3 Twitter hashtag for AGM event suggested as #interpretingfinds

7.4 NEWSLETTER

7.4.1 Need to make sure Stephen has info about all current events and projects. Email for Stephen is: [**stephen.brunning@archaeologist.com**](mailto:stephen.brunning@archaeologist.com)

ACTION:

PM to contact Stephen re: Newsletter updates

LR/DB to provide update on 7090 for Newsletter

MF to forward new committee bios for Newsletter

MPW to update with any election needs ahead of AGM

**8. AOB**

8.1 Review of new agenda structure discussed at end of meeting. All felt it had worked better and would be proposed to rest of committee for use going forward.

Date of next meeting: THURSDAY 27th APRIL 2017

Appendix

AGENDA

1. APOLOGIES

2. MATTERS ARISING

3. FINDS ISSUES

- Internal to CIfA

- External (AEA, ICON, Other groups etc)

- FSIG Aims/policy

4. TRAINING

5. FSIG EVENTS

6. PROJECTS

- 7090 Finds Reporting

- Survey

-Glossary of Terms

7. COMMUNICATION

-website

-social media

- newsletter

8. AOB

9. Next meeting