

## MINUTES OF THE ANNUAL GENERAL MEETING OF THE CIFA FINDS SPECIAL INTEREST GROUP

Held: Wednesday 17<sup>th</sup> May 2017  
Birmingham and Midlands Institute, Margaret Street, Birmingham

Attendees: Phil Mills (Chair), Louise Rayner (LR; Treasurer and Acting Secretary), Duncan Brown (DB), Kayt Marter-Brown (KMB), Rowena Hart (RH), Ruth Pelling (RP), Mags Felter (MF; minutes)

### **1. Apologies**

No apologies for absence had been received.  
Apologies for lack of paperwork from the previous AGM were given by LR; Matt Parker-Wooding, the current secretary had stepped down shortly before the AGM and there had not been time to transfer documentation.

### **2. Minutes of Previous AGM and matters arising**

Due to lack of access to the previous minutes, these could not be agreed. These minutes will be circulated on the website and agreed at the next AGM.

### **3. Committee**

Matt Parker-Wooding has stepped down as Secretary of the FSIG. He was thanked for his time as Secretary and the post was opened up.  
New members who wish to join the Committee will be co-opted at an ordinary committee meeting and voted in at the next AGM.

### **4. Chair's Report**

An overview of the current focus of the group was given by the Chair, PM, with contributions by other members of the committee.

#### Project 7090

DB gave a brief update of the 7090 project (as this was also discussed as part of the Day Conference). It is a project to review standards in finds reporting, looking at grey literature reports available on OASIS and elsewhere. The team looking at the literature is DB and LR as well as Kate Geary (Historic England Project Manager) and Ed Leigh (the Project Assurance Officer). The first draft will be circulated in the next few weeks and the results are due to be

released in the Summer 2017 with a series of recommendations of how to improve standards of reporting.

A new pull-up banner has been produced for the FSIG which was 'launched' at the ClfA Conference in Newcastle this year. All who have seen it agreed its very smart and will be useful to help promote the Group at various events.

A session is proposed for the next ClfA Conference on assessments: the current state of play for assessments, how to make them more relevant and how to integrate with other specialists. This was thought to fit nicely into the conference theme of 'Pulling Together'. Any ideas from the membership, please email the committee.

We are also considering how we can deliver finds training to field archaeologists/excavators/finds supervisors, perhaps through a series of roadshows.

## **5. Secretary's Report**

As the current Secretary had stepped down shortly before the AGM it had not been possible to receive a report.

## **6. Treasurer's Report**

The Treasurer, LR, did not have access to precise figures at the time of the AGM, but the Group is largely within the budget given to it by ClfA central office, with no problems encountered.

## **7. AOB**

Evelyne Godfrey queried the rules of the group as she is interested in joining the Committee, and wondered what the procedures were for being voted in. DB stated that the group had had to reform about 5 years ago and that the committee were still catching up with procedures, but that it is now back on track. The committee to discuss AGM procedures and rules for voting at the next meeting to get this firmed up.

