MINUTES OF THE ANNUAL GENERAL MEETING OF THE CIfA FINDS SPECIAL INTEREST GROUP

Held: Wednesday 25th September 2019

 Birmingham and Midlands Institute, Margaret Street, Birmingham

Attendees: Louise Rayner (LR; Chair), Mags Felter (MF; minutes), Kayt Hawkins (KH), Nicky Rogers (NR)

**1. Apologies**

Apologies from Ruth Pelling.

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

The Minutes of the previous AGM were accepted as a true record (proposed by Duncan Brown and Seconded by Mags Felter, all were in favour) and there were no matters arising.

**3. Election of committee members**

Marie Claire Rackham-Mann and Alex Beeby both stepped down as Ordinary Committee members and were thanked for their hard work on the committee.

As Rowena Hart had moved to the Treasurer’s position at the last AGM, there are currently three vacant Ordinary Committee member positions. Peter Guest, Imogen Wood and Helen Wickstead had put themselves forward for nomination and as none of the posts were contested all the nominees were elected without opposition.

**4. Three-year plan**

The three-year plan for 2019-2021 had been circulated and was adopted after unanimous agreement, pending a few minor changes to take into account the survey outcomes and the review of Standards and Guidance.

**5. Chair’s Report**

LR gave this report

The Finds SIG is an active group that welcomes members with a broad range of interests including artefacts, environmental material and archaeological conservation – our scope is Finds in the broadest sense! We hold annual conference days and regularly contribute to the main CIFA conference – both events enable members to come together and discuss issues and research relevant to our members’ interests.

In September 2018 we held our AGM and conference day ‘Interpreting Finds: Ecofacts to Artefacts’. The event was well attended with over 40 attendees and a range of presentations from fossil artefacts to fungus, worked antler to Anglo-Saxon buckets. All of the presentations were highly informative and the day was a great success. We welcomed many new members to the group and it is clear our conference days are an important way to reach colleagues that are not CIFA members.

The AGM that took place as part of the day saw the election of a new chair, secretary and treasurer to the Finds SIG committee and said farewell to long-serving members Phil Mills and Duncan Brown. Details of the current committee members can be found on our CIFA webpage. Our regular committee meetings (three times a year in January, May and September) have been considering ongoing initiatives within our sector, such as the review of CIFA Standards and Guidance, Archive Selection Toolkit, apprenticeships for Archaeological Specialists, group membership survey, and continuing to working on the implementation of recommendations from the Reporting Standards project. This work has now led to a new CIFA application to Historic England for support to develop the criteria into a Finds Reporting Toolkit and we hope work will begin on this in late 2019-2020. Members of the committee continue to be involved with other CIFA committees, such as Advisory Council and the Groups Forum, as well as other bodies such as ICON (the Institute of Conservation).

Members of the committee were also involved in the organisation and delivery of a session at the 2018 CIFA conference in Leeds entitled ‘Early career researchers in archaeology’. The session looked at collaborative research being undertaken by early career professionals in the academic, public, commercial and voluntary sectors.

**6. Treasurer’s Report**

Rowena Hart, the FSIG Treasurer was not present at the meeting but LR gave a report on the finances of the Group stating they are straightforward as they are largely run from the CIfA central office. Each year the Group is set a budget to cover things like expenses for committee members’ travel to meetings and Group events.

**7. Secretary’s Report**

The Committee held three committee meetings during the year which is the norm.

We have put together a proposal for a session at the 2020 CIfA Conference in Bath, on collaboration between different specialists to bring added value to archaeological investigations.

**8. Projects (7090, Survey, other projects)**

Both the 7090 project and survey results were covered by papers within the AGM event itself. There were no other projects to give updates on at this time.

**9. Future Plans**

Future plans include CIfA conference session, a 7090 toolkit session and another AGM conference day as well as looking into providing different forms of training.

**10. Questions from the membership**

A question was raised about who is our Advisory Council Representative. LR stated that Rowena Hart is our current representative but that we will look into whether she will carry on.

**11. AOB**

As part of the survey members were asked about potentially changing the name of the group to ‘Archaeological Materials’. The consensus from the survey and of members in the room at the AGM was to keep the name as Finds Group but to add a definition and possible strap line to group information on the webpage.

Kerry Wiggins added that we would not be able to add a strap-line to the logo.

M Felter
2.10.2019