

**Committee Meeting: 12 May 2022, 10am**

Teams meeting

**Minutes**

Present: Katie Green (KG), Zoë Hazell (ZH), David Ingham (DI), Jess Irwin (JI), Hazel O’Neill (HO’N), Helen Parslow (HP) and Vikki Sands (VS).

1.	Apologies	Action
	Deborah Fox, [Megan Keates]	
2.	Committee matters	
	<p><b>2.1 Chair’s report (HP)</b> The committee co-opted VS as an ordinary committee member, and HP welcomed her to the committee.</p> <p><b>2.2 Treasurer’s report (KG)</b> KG confirmed that the committee has been allocated £500 for the year to arrange/attend committee meetings. So far, none of that has been spent.</p> <p><b>2.3 Secretary’s report (ZH)</b></p> <ul style="list-style-type: none"> <li>• ZH to ensure that all the minutes from past meetings are available to MK to put up onto the group page.</li> <li>• See Item 2.4 for next AGM and conference event. ZH to check with MK re. terms remaining of committee members, and request end of terms are added to the group’s page.</li> <li>• It was noted that when KG’s term ends, it will leave a digital archives representative gap.</li> </ul> <p><b>2.4 Conference officer’s report (DI)</b> Following discussion by the committee it was agreed that the digital theme should be halted, and instead start afresh with a new conference day event in late September 2022, along the lines of <i>The Future of Archaeological Archives</i>. It will coincide with the AGM, primarily as an ‘in person’ event, but with a hybrid component if practicable. DI to contact Cifa for help with a suitable venue search and booking. The committee is to produce a conference abstract as soon as able, so that the event can be advertised.</p> <p><b>2.5 Group’s social media, email etc (ALL)</b> Facebook – KG to arrange HP as a second administrator for the account, with JI as back-up. Twitter – KG to pass on administration to JI and VS.</p>	<p>ZH</p> <p>ZH</p> <p>DI</p> <p>DI, ALL</p> <p>KG</p> <p>KG</p>
3.	Representation to Cifa governance and in all Cifa activities	
	<p><b>3.1 AAG teabreak</b> Due to other work commitments, the committee agreed to postpone any teabreak</p>	



	KG is to check in with MK about progress with the survey.	KG
<b>7.</b>	<b>AOB</b>	
	<p><b>7.1 Updates on action points from last meeting</b> Nothing additional to add.</p> <p><b>7.2 Upcoming meetings/events:</b></p> <ul style="list-style-type: none"> <li>• AAF meeting will be on 13 May 2022, attended by HP and KG.</li> </ul> <p><b>7.3 AOB</b> VS to complete the nomination form for ClfA – ZH to send VS the blank form.</p>	<p>HP, KG</p> <p>ZH, VS</p>
<b>8.</b>	<b>Date of next meeting</b>	
	<p>Sept 2022; before the AGM and conference day. A Doodle poll will be sent round to decide a date for the next meeting – sometime during the week commencing 5 Sept 2022.</p>	ZH

Minutes: Z Hazell, with contributions from attendees

May 2022