

AGM– 14 December 2023, 15:00-16:00pm

Minutes

Approved

Agenda Point	Action (Initials)
<p>1. Apologies Provided by several group members unable to attend.</p> <p>Present MD - Michael D'Aprix (Chair), LO'C - Laura O'Connor (Treasurer), GD - Gary Duckers (Secretary & Group Rep), JI - Jessica Irwin, EK - Eileen Kerhouant, KG - Katie Green, SP - Simon Parsons, TA- Theodora Anastasiadou. MK Megan Keates (Cifa Staff).</p> <p>Additional 7 group members present.</p>	
<p>2. Introductions</p> <ul style="list-style-type: none"> ● Introductions were not required 	
<p>3. Minutes of the Previous Meeting/AGM</p> <ul style="list-style-type: none"> ● Previous AGM not attended by committee so could not sign off on them? ● Minutes of the last committee meeting agreed. ● ACTION: GD to send to Cifa for inclusion on website. 	<p>GD</p>
<p>4. Nominations and Elections</p> <ul style="list-style-type: none"> ● Committee members Gary Duckers (Secretary & Group Rep) and Simon Parsons to stand down due to term end. ● Committee members, Michael D'Aprix (as Chair) Laura O'Connor (as Treasurer), Jessica Irwin (Group Rep), Eileen Kerhouant, Katie Green, all co-opted to the group were formally nominated and voted in. ● Katie Green agreed to take the still vacant Secretary role and this was agreed by members. ● Gary Duckers and Simon Parsons agreed to Advisory roles. 	
<p>5. Matters Arising MD: FAME have received AHRC & HE funding to write an 'Archaeologists good practice guide' and want us to comment on it. ACTION: MD to circulate to committee when it is made available.</p>	<p>MD</p>
<p>6. Competency Matrix and Group Scope:</p> <ul style="list-style-type: none"> ● What information are we managing (how is it different from Archives)? <p>MD asked the wider group members present at AGM their opinion on the scope of the group 'Is it all information or just digital?'</p>	

	<p>General consensus was that it was all information although there was more of a leaning towards digital management due to overlap with archives.</p> <ul style="list-style-type: none"> ● Discussed notes on Matrix with membership <p>CIfA has requested a review of the IMSIG competency Matrix.</p> <p>MD - Shared version of Matrix for committee to comment on prior to meeting. Committee review of the Matrix found the current Matrix to be vague and out of date.</p> <p>MD asked the wider group members present at the AGM if the Matrix should include more specific standards as currently the clauses are very vague.</p> <p>Discussion found that the Matrix needs to be somewhat vague as it is intended to be incorporated widely and be applicable to a wide range of roles. It also should be stable and not go out of date fast. Adding very specific standards might not be the best approach but a balance must be made to incorporate some professional standards or the knowledge of where to find those standards.</p> <p>GD would like to stay involved as an advisor on the Matrix update.</p> <p>ACTION: Committee to finalise draft version of updated Matrix.</p> <p>LO’C requested a timescale on action. Agreed mid-January 2024 (next committee meeting date TBC) as the deadline.</p>	<p>MD/ALL</p>
<p>7.</p>	<p>Membership Engagement:</p> <p>Discussed the difficulties communicating directly with group members, particularly as the committee does not have access to group member contact details due to GDPR. MK explained the reason for this following questions from membership: <i>‘GDPR guidance within CIfA means committees can’t keep a list of names and email addresses directly, however meeting face to face/virtually is ok or CIfA staff can email on committees’ behalf’.</i></p> <p>But members have reported issues with receiving emails from CIfA so we would like to explore other options.</p>	

	<p>MD asked the wider group members present at the AGM ‘What are the ways to reach out and engage with you and what things do you want to see us doing?’ There were no opinions on this.</p> <p>EK suggested an anonymous mailing list, and possibly setting up sub-groups of members that have indicated interest in certain areas, and asking for permission to be contacted by the group directly. ACTION: MK to explore options with Cifa.</p> <ul style="list-style-type: none"> ● Social media: LinkedIn, Twitter, Banner etc. <p>LO’C has reestablished social media accounts but received little engagement.</p> <p>LO’C has started the process of getting a banner for the committee to take to conferences. Just waiting for a quote and lead in time. LC has provided a link to a Jam board for ideas for the design. ACTION: Committee to added ideas and images. Aim for April for banner deadline. We have a graphic designer willing to help if required.</p> <ul style="list-style-type: none"> ● Conference Opportunities <p>Committee is too late for a CIFA conference session but can ask Cifa if there is the possibility of getting or sharing a table. MK suggested talking to Richard at CIFA. ACTION: MK to put MD in touch with Richard. MD to follow up with Richard.</p> <p>MD suggested we consider doing an event/activity for the Cifa innovation session. Committee to think about topics/concerns that people want to hear about or discuss.</p> <p>LO’C reported that FAME might be interested in a collaboration with the group as they have concerns about information management of site and post ex data.</p> <p>EK suggested the AARG conference in York in Sept 2024 (aerial archaeology research group).</p> <p>MD suggested that we can put together a list of conferences. ACTION: All to add suggestions to list.</p>	<p>MK</p> <p>ALL</p> <p>MK/MD</p> <p>ALL</p>
<p>8.</p>	<p>Standing Items:</p>	

	<ul style="list-style-type: none"> ● Budget Update <p>LO’C Applied for 800 – only £370 approved. LO is getting quotes for promotional materials as this is likely all the budget will allow for this year. New budget to be requested in January which would cover the travel and stand costs for attending external conferences.</p> <ul style="list-style-type: none"> ● Advisory Council Update <p>GD reported on AC discussions:</p> <p>Code of conduct 40% less writing. More concise.</p> <p>Standards and Guidance. New structure. The Standard in the first paragraph and Guidance follows. Shoulds are mandatory. The HER and Archives standards are pending review 2024. GD encourages anyone interested in Standards and Guidance to get involved.</p> <p>Climate Change New Carbon Literacy training being offered by ClfA in conjunction with with HE. Carbon is a factor in information management and will become increasing more important within information management roles. Suggest this becomes a standing agenda item. ACTION: Add to all future Agendas.</p> <ul style="list-style-type: none"> ● FISH/HEIRNET Update <p>GD reported that there was nothing to report.</p>	MD/KG
9.	<p>Date of next committee meeting and future events Doodle poll to be sent by KG for week of 15 January</p>	KG
10.	<p>AOB</p> <ul style="list-style-type: none"> ● Discussed Gary and Simon becoming Advisory Members (reported above in section 4). ● JI agreed to be Group Rep going forward. 	