

Committee Meeting: 16 January 2024, 14:00-15:30

Online – Microsoft Teams

Minutes

**In attendance:** SP HP VS JI KH TZ JT

**Apologies:** KW H'ON

Actionable Points	Discussion	Actions
2.2 Chair Position SP	<p>SP had agreed to stay on as chair for 2 years, which will come up for consideration this year. SP is struggling to find time for chair position, so would like to rest of the committee to consider taking on the role. If no-one is able, then a call should be put out for a new chair of committee.</p> <p>In the interim, other members of the committee that are able will help SP with the role.</p> <p>We confirmed JT was coopted after the AGM in September 2023.</p>	ALL
2.3 Treasurer's report HP	<p>HP advised that we did not spend all of the money from last year, only £561.31. There was £160 generated from non-CIfA members. VS to check with Groups Admin how much non-members money we will receive from this, as our conference was joint with the Finds Group.</p> <p>We will have travel costs to AGM and 1 in person meeting. HP asked if all committee members could send their travel costs to London, Birmingham, Worcester and York so we can decide on a venue for an in-person meeting. HP will look into potential venues and costs.</p>	<p>VS</p> <p>ALL</p> <p>HP</p>
2.4 Secretary's report VS	<p>VS asked that all committee members send a short blurb about themselves and any pictures of them in the archive store for use on the AAG webpage, to make it more interesting.</p> <p>Group discussion about two queries in the archive Gmail account about paper and digital archiving. Paper archives – no guidelines on how long you should keep paper, even if a digital copy is made. VS to forward to SP to answer. VS to continue checking Gmail and blocking spam emails.</p> <p>Group postcard is sorted.</p> <p>VS to contact Groups Admin about Group Survey results. Once received, pass to HP to look at results.</p>	<p>ALL</p> <p>VS and SP</p> <p>VS and HP</p>

	VS to organise social media meeting with JI and JT to discuss social media content going forward. We don't have ClfA in the handle of the X account – something to look at.	VS, JI, JT
3.1 AAG tea break	Await results of survey before deciding on tea break topics.	
3.2 ClfA2024 conference – 24 & 25 April	Only in person. No-one planning to attend, HP will send postcards.	HP
4.1 Follow up from last year's conference and work with the Finds Group	Two points raised at our last conference were the possible creation of a 'best practice guide for finds processing' and 'small finds toolkit'. KH will email the Finds Group to see if they have followed this us.  HP asked if anyone was using paper bags for shell, and the committee agreed no.	KH
4.2 Date of next AGM/AAG's annual conference day	SP spoke to ClfA about putting up information about conference on website in timely manner.  Date - Some discussion about the date of the conference, as ClfA had raised the idea of moving it to a different point in the year. Committee agreed to keeping it to late September 2024.  Organisation - David had agreed to help organise the conference. HP will assist.  Venue - Venue will likely be either Newark or Birmingham. Birmingham might be slightly more expensive, but easier to travel to. HP to look into venues.  Ticket Price - Extra cost for venue could be covered by increase in ticket price to £15 members/£25 non-members.  Speakers - This year, speakers travel allowance will be capped (e.g. expenses up to £80 covered) and must be confirmed before the conference to allow for budgeting.  Theme - Theme discussed and agreed: celebrating/re-use of archives focusing on public dissemination and engagement.  All details for conference to be finalised at next meeting in late May. Call of papers out in June.	HP
4.3 AGM minutes and conference recording not on website	VS to chase up with Groups Admin and Finds Group.	VS
5.1 OASIS V Project Management Board	Next meeting 6 March. Any updates, contact JI.	
5.2 Competency matrix SP	Meant to be updating this for panel of validation. VS to create shared documents for all to edit. HP remind people to do this. Get version back to them before the ClfA conference.	VS ALL
5.3 Advisory Council attendance	SP to attend, JI will in case SP unavailable.	

6. AOB	<p>The Future Programme mentioned – a lot of the committee unaware of it. For information: <a href="#">Future for Archaeological Archives Programme (FAAP)   Historic England</a></p> <p>Training enquiry – SP will email to gather further information.</p> <p>Jl raised Archaeologists Guide to Good Practice. Jl will check whether we need to review this.  <a href="#">The Archaeologist's Guide To Good Practice (AG2GP) (archgoodpractice.com)</a></p> <p>Some Hertfordshire museums closing.  Suffolk museums lost funding.  VS to send KH Museums Essex document.</p>	<p>SP</p> <p>Jl</p> <p>VS</p>
7. Date of next meeting	End of May	