

MEETING OF THE CIFA ARCHAEOLOGICAL ARCHIVES GROUP

Committee Meeting: 1pm, 5 February 2015

Waterhouse Square, London.

Minutes

Present: Duncan Brown, Helen Parslow, Rebecca Sillwood, Lorraine Mephram, Sam Paul and Lianne Birney.

1.	Apologies	Action
	Theodora Anastasiadou-Leigh	
2.	Minutes of previous meeting	
	<p>Accepted minutes – no revisions.</p> <p>Review of travel expenses was undertaken following last meeting and ratification of new committee members. Consensus is that London is the most convenient venue with Birmingham a second.</p> <p>Helen Harman has effectively stood down as Secretary and Rebecca Sillwood is currently covering – pending election at AGM.</p> <p>Emma Wells has also had to stand down from the Committee with immediate effect, for personal reasons – we are currently advertising for three new committee members, hopefully with one to cover the communications role which Emma had been undertaking.</p>	
3.	Plenary Event	
	<p>HP noted that it may have been a better event with more attendees, although the venue may not have been able to bear too many more. Only five of the attendees had actually been to the workshops. Around 25 people attended the event, with a few no shows.</p> <p>Helen Harman was commended for the structure of the event, which flowed well.</p> <p>The venue, the Karl Marx Library, was discussed and also commended as being reasonably cheap although small, so only suitable for smaller events/meetings.</p> <p>The final discussion of the event feeds in to our aims for the next 3 years, which HP is to present at the next AGM.</p>	HP
4.	Matrix Update	
	The competency matrix for archives has been drafted by SP and HP, but not	

	<p>submitted to the CIFA as yet.</p> <p>Lianne again re-iterated that it was to aid the Validation Committee in the assessment of applicants to the Institute, where the applicant is using archives and archiving as a main area of expertise.</p> <p>SP and HP to proceed to review and submit their work on this matrix within the next couple of weeks.</p>	SP & HP
5.	Digital Discussions	
	<p>No updates.</p> <p>DB mentioned that the Digital Archives Group has put in a bid for EH funding for a guide to digital archiving.</p>	
6.	Events Coordinator Update	
	<p>AGM</p> <p>Preparations for the group AGM are almost complete. The room is booked at the BMI, we will need to provide tea and coffee, and biscuits if required. Messages were sent to all of the other special interest group to try and drum up some more speakers, but there has been no response.</p> <p>The types of speakers we were still missing were those for maritime, geophysics and HERs, etc. Dora has provided a contact for geophysics which Sam will now follow up.</p> <p>It was decided to drop the last slot of the day, in order to spend more time on the Staffordshire Hoard Gallery tour.</p> <p>Sam is to finalise and forward the final programme to Lianne. A projector and laptop may be needed, HP and RS can help out if needed.</p> <p>Conference</p> <p>SP noted that she had previously not been included in on emails from the CIFA regarding the conference. Believe this has been rectified now, although much of the preparation has now been done by DB.</p> <p>Proposals and timetable have been sent.</p> <p>DB mentioned one or two of the other people who will be speaking – although all should be available on the CIFA website now.</p>	SP
7.	Communications Update	
	<p>Emma Wells has stood down from the Committee as mentioned above, and therefore there is no-one currently providing this role.</p> <p>Committee is to pool resources at present to maintain emails and Facebook communications. Twitter is not currently up and running and it was thought best to leave that way until someone dedicated could be found.</p>	

	<p>CIFA has advertised for two new committee members in the recent bulletin, although DB also urged the Committee to think about any contacts they may have which would be interested in the role.</p> <p>Lianne worked out that we would need any nominations in by 25 February in order to be sorted for election at the AGM in March.</p>	All
8.	AOB	
	<p>Lianne mentioned that HH used to provide an update to her to be sent to other group members after committee meetings – to keep everyone up to date on developments. RS to provide.</p> <p>Lianne also mentioned a message left with her from someone enquiring about a museum not taking archives. Some discussion ensued – Lianne to re-direct the person to the group.</p> <p>A discussion ensued regarding the SMA map of collecting areas and that it was not particularly up to date. It was suggested that we should maintain an up to date list of museums and whether they are collecting. SP as part of her PhD has already an incomplete working list, which would need adding to, with HP's help.</p> <p>It was also suggested that a simple list of whether museums had their own guidelines would be useful, perhaps to be provided as a series of links on the group CIFA page? SP to contact museums and verify this information. We should also provide guidance to those museums who do not have any guidelines.</p> <p>Review recommendations in Rachel Edward's report: http://www.socmusarch.org.uk/docs/Archaeological-archives-and-museums-2012.pdf RS to provide as part of AGM agenda.</p>	<p>RS</p> <p>LB</p> <p>SP/HP</p> <p>SP</p> <p>All</p> <p>RS</p>
9.	Date of Next Meeting	
	Wednesday 13 May 2015.	