

IfA Archive Group AGM

08 May 2013, 1pm

Westminster Friends Meeting House, London.

Committee members present: Duncan Brown, Helen Parslow, Lorraine Mepham, Helen Harman, Sam Paul, Claire Tsang, Kathy Perrin, James Johnson, Amanda Forster, Holly Duncan, Vicky Singleton, Abby Antrobus, Nancy Grace, Andrew Richardson, Emily Gibbon, Rachel Edwards, Hayley Forsyth, Nicky Scott and Theodora Anastasiadou-Leigh.

1. Apologies

Karen Averby, Anna Welch, Mark Hall, Sarah Pritchard, Anthony White, Kathryn Ward and Peter Robinson

2. Welcome and Introduction from Chair

DB welcomed the group to this year's AGM and for their participation in the Archaeological Resources in Cultural Heritage a European Standard workshop.

3. Minutes of the previous meeting

A. Accepted without revision

B. No matters arising

4. Officers Reports

Secretary

Committee

Karen Averby stepped down as Secretary in November and Helen Harman stepped up to become acting Secretary of the committee. Duncan Brown remains Chair of the Committee and Helen Parslow continues as Treasurer.

Following a call for nominations Sam Paul and Peter Robinson have declared an interest in standing on the committee.

Membership

The group's current membership is running at 290 (IFA) and 24 (non-IFA).

Communication

In 2012 a Facebook page for all events and discussions and a Gmail address for any enquires on the subject of archaeological archives were created. The group invites all those who wish to contact us to share information on publications and events to use these channels to get in touch. All details are on the IfA Webpages.

Activity

Workshops

Regional workshops have taken place during 2012 to address various issues including advocacy and access. The workshop was piloted in Reading followed by events in Hereford, Chester, and Bath. All were well attended and so far over 50

attendees from across the archaeological community have attended. Feedback has been very positive.

More Workshops for 2013 include
 13th March Plymouth (already held)
 15th May 2013 York
 19th June 2013 Leicester
 17th July 2013 Fishbourne
 30th October 2013 Bury St Edmunds
 Potential future dates for 2013 are Worcester (November).

An additional workshop in London is intended for 2014. Please check the IfA Website group pages for up to date information.

5. IfA Conference 17-19 April 2013

The Archive Group co-organised the session with the Finds Group and the Society of Museum Archaeologists entitled 'The Akond of Swat and the Archaeological Record' at this year's IfA Conference. The session involved a good mix of speakers looking at archives from different perspectives. The breakdown of the speakers' summaries can be found on the IfA Website and pictures from the event are on our Facebook page.

There were no questions arising

Treasurer

Since April 2013 – April 2014

	Archives Group income and expenditure 2012/13			
2		Mar-13		
3				
4		Budget	Actual	
5	Income		669.95	
6	Total	0	669.95	
7				
8	Expenditure			
9	Committee meetings	725	1454.73	
10	Other meetings			
11	Total	725	1454.73	
12		-725	-784.78	
13				
15	Current membership			
16	IfA members	290		
17	Non-IfA	24		

As currently we have 24 non-IfA members we get £240 from them

The group has spent £1454.73 on meetings (these include committee meetings, special interest group meeting, pilot workshop, and some of the workshops)

However the workshops actual costs have been:

Workshops	Expenditure		Income	Total left
		IFA Money	£450	
Hertford catering	£166.95	Hertford payments	£152.00	
Hertford coffees		Chester Payments	£50	
Travel (HP)	£39.20	Bath payment	£204	
Chester Travel (LM)	£24	Plymouth payments	£140	
Chester Coffees	£9			
Chester Catering	£63.40			
Bath Travel (HP)	£32			
Bath Coffees	£10			
Bath Catering	£90			
Other expenses (bath)	£24			
Plymouth Venue/coffee	£30			
Plymouth catering	£120			
Plymouth transport	£8.60			
York	£48			
Total outgoing	£665.15	Total incoming	£996	£330.85

Helen Parslow presented the accounts, agreement was proposed by LM and seconded by RE and carried by the group.

6. Election of Committee

Sam Paul was voted onto the committee by a unanimous show of hands. Peter Robinson has been nominated to be put forward for co-opting at the next committee meeting.

The committee remains in the current format with the addition of Sam for the following year Duncan Brown (Chair), Helen Parslow (Treasurer), Helen Harman (Secretary), Lorraine Mepham (OCM), Karen Averby (OCM), Roy Stephenson (OCM), and Sam Paul (OCM).

DB reminded the group that he would be stepping down as chair at the end of his three year term next year (2014) and a call for nominations will be taking place.

Current Committee members and term served

Duncan H Brown	Chair	Elected	30/03/11	
Helen Harman	Secretary	Elected pending corporate application	08/05/13	Committee Member since 06/03/12

Helen Parslow	Treasurer	Elected	06/03/12	Committee Member since 30/03/11
Karen Averby		Elected	30/03/11	
Roy Stephenson		Elected	30/03/11	
Lorraine Mepham		Elected	30/03/11	
Sam Paul		Elected	08/05/13	

Please note each person can do two 3 year terms back to back which must be followed by a one year break before standing for re-election.

7. AOB

There were no matters arising.

Anyone interested in joining the Archive committee should get in contact with the group via the e-mail address archaeologicalarchives@gmail.com in preparation for future calls for nomination.

Date of the next AGM will be decided at a future Committee meeting.

Date of next Committee meeting Monday 3 June 2013.