MEETING OF THE IfA ARCHAEOLOGICAL ARCHIVES GROUP

Committee Meeting: 1pm, 4 September 2014

Waterhouse Square, London

Minutes

Present: Theodora Leigh – Anastasiadou, Duncan Brown, Helen Harman, Lorraine Mepham and Helen Parslow.

1.	**Apologies**	**Action**
	Rebecca Sillwood and Emma Wells	
2.	**Minutes of previous meeting**	
	a. 7. Should read Born and not 'Bourne' b. Matters arising 3. Workshops. Durham and Reading well attended. 2 events in Wales went well and there is scope for more. The workshop schedule has now ended. 8. AGM The AGM went well and the appointment of 3 new committee members and the renewed positon of 3 committee members took place.	
3.	**Budgets and expenses**	
	Helen Parslow informed the committee an update of all expenses are currently being drawn together and we are still in the black. The costs for the Plenary conference scheduled for the 24 September still need to be added. The annual budget for last year was submitted to the IfA in April. A review of travel expenses will take place in light of new committee members.	HP HP
4.	**Workshop evaluation + plenary**	
	It was decided to merged item 4 and 8 on the agenda. Evaluation from workshop evaluation surveys is being drawn together in	

	advance of the Plenary Conference. Initial data shows that there has been a 1 in 4 response to the follow up survey already showing some positive results. 55.3% of attendees have already put into practice what they learnt at their training session. 74 % have implemented various actions because of their training. 70% communicate better with their network. When asked about a way forward 40% requested online resources and 42% requested Training Packs. There are to be a few slight amends of the initial Plenary Conference Schedule in light of committee discussion. A copy will be circulated to all committee members in advance of the event for final approval.	HH
5.	**IfA conference proposal**	
	Conference proposal submitted to IfA – await feedback. Initial communication suggests the potential for a merged session with SMA. Discussions ongoing.	SP,DB
6.	**Competency matrix**	
	Sam Paul and Helen Parslow attended the last Groups Forum meeting which included a section on the competency matrix for non-traditional IfA corporate membership applications. Helen Parslow to circulate minutes in due course. A little more work on understanding what the IfA hope to be achieved with the matrix was discussed and it was agreed that further clarification should be sought in the fullness of time. In the interim Sam and Helen will type, scan and send the current initial competency matrix forms in preparation for discussion at the next committee meeting.	HP SP, HP
7.	**Digital documentation**	
	Duncan Brown and Helen Parslow attended an invite only event in July with various reps from FAME, SMA, ADS, IfA and ALGAO. Issues raised included the need for basic training on creating and managing digital archives. A project proposal is being drawn together in advance of an approach to English Heritage. There are calls for the compilation of a Digital Standard with the aim of completion in 2016.	DB, HP

	Digital images are on the agenda for the next digital meeting scheduled for end of Sept/Oct. Duncan Brown brought the English Heritage Guide for Digital Graphic Material to the groups attention and reminded the group of English Heritage as a good starting point on publications for this subject such as www.english-heritage.org.uk/publications/morphe-technical-guide-1/morphetechnicalguide1.pdf	DB, HP DB
8.	**New role within the committee**	
	Helen Harman informed the committee of her intention to stand down from the committee by April 2015 in light of taking up a new appointment. A new committee secretary is being sought. It was agreed that in order to lighten the load of the appointed committee roles that 2 non-elected positions be created to support the group's work. Sam Paul will now act as Archive Groups Events Coordinator and will be the main point of contact for all of the groups scheduled events. Emma Wells will now act as the Archive Group Communications Officer and will be the main point of contact for social media and other published and advertising media.	 SP EW
9.	**AOB**	
	Work begins on creating the schedule for the AGM 2015. Proposed theme is 'Alternative Archives' and proposed date is Wednesday 25 March – Location – Birmingham. Lorraine Mepham will be creating an abstract to send to Sam in the approach to speakers. Initially from other groups via Lianne.	All LM, SP and LB
10.	**Date of the next meeting**	
	Thursday 5 February 2015 – London - TBC	