

Committee Minutes

20 June 2017, 16.00
By HE Conference Call

Present:

Hugh Corley (Chair), Jeremy Oetgen (Treasurer), Colin Forrestal (Secretary), Martin Newman, Simon Parsons

| 1. Apologies | Action |
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| Lianne Birney, Doug Rocks-Macqueen | |
| 2. Introductions | |
| This was done at the previous meeting 22/02/2017. | |
| 3. Previous Minutes | |
| These were accepted along with the minutes for 11/10/2016 as correct as meeting is quorate. | |
| 4. Matter Arising from Previous minutes | |
| <ul style="list-style-type: none"> None as items are on the agenda. | |
| 5. Priorities for 2017 | |
| <ul style="list-style-type: none"> Group Forum - CF informed the meeting that the due Group Forum has been cancelled and that the next Group Forum is planned for December and will be held in Reading. 3 year Plan – JO to update current plan and circulate for comment prior to next meeting. CifA Conference 2018 - CF proposed that IMSIG should hold a session. It was decided to theme it Do I need a digital recording system and what do I need to know to set it up. CF to start with a draft proposal by 1st week of July to circulate. | JO CF/All |
| 6. Newsletter | |
| <ul style="list-style-type: none"> Aim is to produce a newsletter to be circulated by mid September. HC/CF to co-ordinate with LB in producing it. To include the request for committee members Current committee member’s bio’s for next newsletter. To include details of CifA 2018 session if successful in application. | |
| 7. IMSIG Guideline Documents | |
| <ul style="list-style-type: none"> CF is proposing IMSIG produce the following guideline documents. <ul style="list-style-type: none"> Do I need an IT system and what do I need to know Maintaining an IT system Disaster Management It was felt that these should be called Best Practice documents and that CF should do initial drafts and circulate. The initial document would make a good session at CifA 2018. | CF |
| 8. IMSIG/FISH-HEIRNET/CPD Workshop | |
| <ul style="list-style-type: none"> Wifi in Historic Buildings – bring tech to old buildings. Storing site records and archives when the building isn’t built for it, physical as well as digital to be dealt with next meeting. CF has received a communication from FISH which he will circulate. | CF |
| 8. Future Meetings | |
| <ul style="list-style-type: none"> Next committee meeting by HE Conference call Mid September 2017. CF to circulate possible dates beginning of August. IMSIG AGM – Proposed workshop on Data Management. CF keen to involve New Generation in Workshop as useful for next starters in the profession. Proposed for Nov 2017, venue to be discussed. HC to circulate proposal prior to next meeting. | CF HC/CF |
| 9. AOB | |
| <ul style="list-style-type: none"> None | |