

**Committee Meeting: 19 Jan 2022, 10am**

Zoom meeting

**Minutes**

Present: Katie Green (KG), Zoë Hazell (ZH), David Ingham (DI), Jess Irwin (JI),  
 Hazel O’Neill (HO’N) and Helen Parslow (HP).  
 With Megan Keates (MK) and Kate Geary (KGeary)

| 1. | Apologies   | Action  |
|----|---|---|
|    | Deborah Fox   |   |
| 2. | Committee matters   |   |
|    | <p><b>2.1 Chair’s report (HP)</b><br/>           Nothing to report, but ZH noted that everyone on the committee is very busy and stretched in terms of other responsibilities and commitments.</p> <p><b>2.2 Treasurer’s report (KG)</b><br/>           Nothing to report.</p> <p><b>2.3 Secretary’s report (ZH)</b></p> <ul style="list-style-type: none"> <li>• Minutes from the previous AAG committee meeting (23 Sept 2021) will be up on the group page soon.</li> <li>• Minutes from the AGM (7 Sept 2021) will be up on the group page soon.</li> </ul> <p><b>2.4 Conference officer’s report (DI)</b><br/>           The group’s conference event (7 Sept 2021) went well. Videos of the presentations are ready to go on the ClfA YouTube channel once DI has checked permissions with their presenters. Updated plans are to have the second half day of presentations in May/June 2022, depending on availability of presenters and on the timing of other events.<br/>           As the plan is to keep the AGM scheduling for September, this will also give time to arrange a couple of speakers on a topic, tbc (but could link in with the DigDigital launch), nearer that time.</p> <p><b>2.5 Update group’s email account details (ZH)</b><br/>           This will be arranged re. a suitable account recovery contact.</p> | <p>MK</p> <p>MK</p> <p>DI</p> <p>DI</p> <p>ALL, DI</p> <p>MK and ZH</p> |
| 3. | Representation to ClfA governance and in all ClfA activities  |   |
|    | <p><b>3.1 Sterile projects comments (26 Nov 2021)</b><br/>           ZH submitted a response to ClfA.</p> <p><b>3.2 AAG teabreak – dates?</b><br/>           The committee agreed to hold and participate in a couple of AAG-led ClfA teabreaks on the following topics:</p> <ul style="list-style-type: none"> <li>• the changing role of archaeological archives curators, in particular the</li> </ul>   |   |

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|           | <p>increasing amounts of digital archiving work. This was raised during discussions at the group's AGM/conference day (7 Sept 2021).</p> <ul style="list-style-type: none"> <li>Ethics and Archaeological Archiving. It was suggested that this could take place as part of the ClfA Annual conference (See <b>Item 3.5</b>).</li> </ul> <p>ZH to arrange possible dates.</p> <p><b>3.3 ClfA annual conference 27–29 April 2022</b><br/>Those committee members attending the conference will take part in any <i>Meet the Committees</i> event (tbc). HP is running a session and has extended the call for abstracts. Committee members are to ask around colleagues for possible contributions.</p> <p><b>3.4 List of external contacts for ClfA central</b><br/>The draft list was approved by the committee members present, ready to be sent on to ClfA.</p> <p><b>3.5 ClfA Ethics KGeary</b><br/>Kate Geary introduced ClfA's work around ensuring members' ethical behaviours and work practices. This included upcoming changes to the organisation's application and upgrade process. Groups'/committee members' involvement will be requested through: i) raising awareness within the specialisms (see <b>Item 3.2</b>), ii) input of respective specialists (eg as part of the membership/interview process), and iii) providing case study examples to support the existing guidance. KGeary will send an initial email to the committee as a starting point.</p> | ZH, ALL<br><br>ALL<br><br>ZH<br><br>ALL<br>KGeary |
| <b>4.</b> | <b>Promote awareness of archaeological archives; seminars, workshops</b>  |   |
|           | <p><b>4.1 Selection Toolkit KG</b><br/>A request was made for 'real world' examples of Selection Strategies for the website, including for Sterile Projects. Any contributions will be anonymised. Please send any to KG.<br/>All members are reminded to let KG know if there are any new or updated file versions to add to the online resources.</p>   | ALL<br><br>ALL                                    |
| <b>5.</b> | <b>Focus on issues of standards, best practice, advocacy and access</b>   |   |
|           | <p><b>5.1 DigDigital project KG</b><br/>Final finishes are being put to the DigDigital webpages and resources, ready for its official launch (tbc). Two online workshops are scheduled (26 January and 2 February), advertised to those on the DigDigital mailing list.</p> <p><b>5.2 OASIS V KG</b><br/>Nothing significant to report.</p> <p><b>5.3 Discuss engagement with ECRs, promoting archives as a career option/path within archaeology. Next steps?</b><br/>The committee discussed the draft 'Careers in Archaeological Archives' factsheet, and agreed it was ready for ZH to pass on to Anna Welch (ClfA's Professional Development &amp; Practice Coordinator) for the information to be used best by ClfA on their careers webpages. KG suggested contributing short biographies as examples; ZH will look into this and feed back to the committee with formal requests as/when.</p>   | ZH  |
| <b>6.</b> | <b>Group aims 1 to 5</b>  |   |
|           | <b>6.1 AAG's Group survey</b>   |   |

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|           | <p><i>'Resourcing of staff in archaeological archives'</i>: the Qs were agreed and finalised by the committee, ready to send to MK for putting into the survey software. KG will help check the survey before it is sent out to the AAG members.</p>  | ZH, MK<br>KG |
| <b>7.</b> | <b>AOB</b>  |              |
|           | <p><b>7.1 Upcoming meetings/events:</b></p> <ul style="list-style-type: none"> <li>Nothing additional raised</li> </ul> <p><b>7.2 Stoke-on-Trent Museum Closures</b></p> <p>ZH raised the recent news about the closure/redundancies. The committee offered to advise ClfA on their response to this.</p> | ALL          |
| <b>8.</b> | <b>Date of next meeting</b>   |              |
|           | <p>May 2022</p> <p>A Doodle poll will be sent round to decide a date for the next meeting (possibly an 'in person' meeting in Birmingham, but if not, on Zoom); during the week commencing 9 May 2022.</p>  | ZH           |

Minutes: Z Hazell, with contributions from attendees

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