

COMMITTEE MEETING – 12 Dec 12 2022 10:00-11:00

Minutes

Agenda Point		Action (Initials)
1.	<p>Apologies KG - Katie Green, SP - Simon Parsons MK - Megan Keates (CifA)</p> <p>Present MD - Michael D’Aprix (Chair), LO - Laura O’Connor (Treasurer), GD - Gary Duckers (Secretary & Group Rep), EK - Eileen Kerhouant, JI -Jessica Irwin, EP - Emily Plunkett, TA - Theodora Anastasiadou</p>	N/A
2.	<p>Introductions</p> <ul style="list-style-type: none"> • Introductions were not required 	N/A
4.	<p>Minutes of the Previous Meeting/AGM</p> <ul style="list-style-type: none"> • Approved • Minutes to be forwarded for inclusion on IMSIG webpage 	GD
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> • None 	All
5	<p>FISH/HEIRNET Update</p> <ul style="list-style-type: none"> • No Update - HEDs meeting is later this week and that is the meeting where GD is provided with an update on FISH/HEIRNET news 	GD
6.	<p>Housekeeping for 2022</p> <ol style="list-style-type: none"> Advisory Council [AC] Feedback Feedback was given by MD/GD. Nothing specific relating to IMSIG properties/interests. Budget LO noted need to be submitted by end of Jan Cannot be specific on items until 3-year plan if finalised. TA mentioned possible doing a workshop on them ‘Infrastructure projects on site digital recording: New Challenges’ it will deal with the interface of those systems and ADS submission 3-yr plan MD shared screen of draft plan. MD proposed having a stand at CifA Nottingham. JI and LO likely to go. LO will cost into budget 2-3 to attend. Likely be a fringe event as deadline now passed to do a formal event. Committee to liaise with CifA to promote event once event type is decided. MD asked members to possible draft out some promotion materials. MD adding in the details of the various ideas discussed. Plan should be ready by mid Jan. 	<p>MD/GD</p> <p>LO/TA</p> <p>MD/ALL</p>
7.	<p>Communications/Membership engagement</p> <ol style="list-style-type: none"> 2015 Survey IMSIG Survey Results 	

	<p>EK stated the 2015 survey highlights the need of the members is training. MD suggested using 2022 survey to ask membership what type of training do they want. EK said there is already quite a lot of detail in theory on topics etc. particularly databases but low return. Possible budget in an incentive to reply Amazon voucher or similar.</p> <p>b. b. CPD/conference sessions Database training as per the 2015 survey discussion</p> <p>Tea break idea – digital recording</p> <p>TA suggested File naming workshop maybe KG at ADS to lead</p> <p>Noted by ALL that new roles appearing often in ROs such as digital archivist and data managers</p> <p>MD – In survey as member if there are will to share role if data management digital archivist or have that responsibly and possibly inviting them to be advisors for CPD etc.</p> <p>All mentioned the lack of shared practice-need to bring in database specialist to help data handers such as HERS etc</p>	<p>MD</p> <p>EK</p> <p>LO</p> <p>KG</p> <p>N/A</p>
<p>8.</p>	<p>Date of next committee meeting and future events To be arranged for mid Jan 2023. GD to send Doodlepoll</p>	<p>GD</p>
<p>9.</p>	<p>AOB</p> <ul style="list-style-type: none"> • GD to share IMSIG twitter details • TA to draft xmas quiz and send to members via MK/CifA 	<p>GD TA</p>