

Committee Meeting Minutes

15 November 2023, 1 pm

Remotely via Teams

Present: Emily Johnson (EJ: Chair); Bekky Hillman (BH: Secretary); Ruth Beveridge (RB); Imogen Wood (IW: Treasurer); Rachel Cubit (RC); Deborah Fox (DF); Peter Guest (PG); Megan Keates (MK: CifA guest) Mags Gjedboe (MG: Advisor); Jen Parker-Wooding (JP: CifA guest); Anna Tyacke (AT)

1. APOLOGIES

Nicky Rogers (NR)

2. MINUTES OF LAST MEETING AND MATTERS ARISING (not covered elsewhere)

Minutes from last meeting accepted, no matters arising.

3. FINDS ISSUES

- **Internal to CifA:** EJ nothing to report

-Groups forum EJ last meeting discussed that they needed more meetings but nothing further to report. MK says more are planned, meeting was one off but trying to action on this, trying to push tea breaks (group drop in format) next one 27 November. Trying to add online Forum through EH knowledge hub.

- **External** (AEA, ICON, Other groups etc): MG nothing from ICON, other than the chair has stepped back due to health issues but still trying to get FAFF published.

4. TRAINING

-Specialist training crisis:

EJ reports that setting out letter is still incomplete, **ACTION:** IW to update and recirculate.

EJ Tea break blog post now with Early Careers committee and will be circulated soon on their blog.

EJ suggests another tea break concentrating specifically on specific finds categories **ACTION:** Two tea breaks planned (possibly Pottery and Small Finds) to be arranged over the next year RB reports that people have no career progression route once they are a specialist, need improve the structure, need to be able to retain specialists. Poor progression and pay means they often leave.

IW apprenticeship looks a good way to train and encourage people, perhaps a CPD workshop would also work giving people the opportunity to get a certification on the basics for each specialism.

RC there are things we can't solve such as pay and training - could bring this to 21CAP (21st Challenges for Archaeology Programme).

AT to ask about opportunities at the British Museum. Suggested that JP could pull data together on discounts claimed to help with proof of cost of living and pay crisis also said job advert pay grades through CifA are monitored.

RC suggests we could create our own specialist list but CifA do have a register already

IW suggests that networking amongst specialists is important and the early years careers training could help. Also networking opportunities need to be made for people who are already specialists.

MK CifA have CPD certificates we can print off and use. IW and RC talked about possible skills passports for finds specialists – need some way to formalise finds training.

5. PROJECTS

JP CifA update: Fieldwork standards and guidance have been approved by the board and go to advisory board tomorrow (16 November). This change of structure will be circulated and launch will be 4 December online.

Other 10 standards and guidance documents are under review, geophysics and forensics already underway with others (including Finds) to start next year. **Action: JP** attends future finds group meetings where appropriate to discuss changes to relevant standards.

- Toolkit update: **JP** Toolkit for community engagement also to be launched 4 December **JP** reports interest in creating a CBM toolkit from Kayt Hawkins, who will talk to the Finds SIG about this, funding has been granted for a pottery toolkit, possibly recycling archaeology could be added to archiving toolkit. Toolkit training as secondary stage of toolkit funding is being discussed to encourage them to be more well taken up. Dig Digital toolkit now in second phase with CifA online course with CPD available and dig ventures will run a longer paid for module separately. OASIS proformas could be included in specialist toolkits to allow better synthesis and searchability of finds assemblages on this platform.

PG funding for Roman toolkit training is being discussed and all toolkits must include basic training for their launch, training events should become a regular thing. This group should take part in the reviews for these toolkits and help to guide people looking to create new toolkits as to where our priorities should and do lie. Perhaps a pause and review of what has happened in the past five years and how this needs to go forward.

EJ agrees with review and maybe a survey of the membership.

JP CifA have a proposal form when funding is applied for toolkits **RC** says EH also have a proposal and review form for these applications.

IW universities need to know about CifA and toolkits, and which specialists are in demand.

EJ Pottery toolkit update: Duncan Brown and Louise Rayner have secured funding to use the pottery standards to create a pottery toolkit, **EJ** is helping with the structure and update adding toolkits to this standard to convert to toolkit, changes to standard are minimal. Need to reference to online type series datasets. Additionally creating a basic recording form and other downloads to help with methodologies and metadata sets, and possibly including an OASIS proforma - TBC.

- Other projects (outreach guides)-on hold for now especially with community archaeology toolkits that is due to launch soon.

6. FSIG EVENTS

Conference 2023: **EJ** says reports all good should get confirmation of talks being available online and captioned, conference funding applications going forward need to include an element for digitising these talks and transcripts being made.

- **FSIG AGM 2024:** **EJ** could use the conference to springboard our early careers/specialist training idea into action. **RB** Perhaps a day with specialists and divided by regions would help. **MJ** says we could apply for funding for training for a specific person and use AGM to launch this formal teaching. **RB** need to have a divide between actual specialist training and networking opportunities for people who already are specialists. **IW** need to up AGM budget if we are inviting specialists to the conference. Generally agreed that our conference/AGM this year should be the pilot in our Finds training program.

- Other events (if any) tea breaks as already mentioned

7. COMMUNICATION

-Website: **EJ** Still awaiting bios from **DF** and **RC**

-Social media: Facebook is doing well and followers are slowly growing.

-Newsletter: Current one is nearly ready, **RC** could do a review for example on books that may be useful for specialisms or may be interesting. **AT** could add book reviews as is studying book for PhD so she could help with that. **RB** to add seminar that is members only to encourage membership of Roman Finds Group. **RC** could add list of different finds groups and how to join them. **EJ** suggests changes digital resource section to useful resources section, covering other resources too.

NR leaving this year so should be trying to recruit a comms officer as this is time consuming for other group members

8. THREE YEAR PLAN

EJ to update circulate this around and get comments rather than discuss before we have seen it.

9. COMPETENCE MATRIX REVIEW

Due to be updated in December **EJ** no changes have been received except for **PG** who said it is recent and works well, this includes ethics and referenced to the CifA guides. It seems good to go, changes are minimal. **ACTION:** Any further comments to go to **EJ** by end 24 November, even if this is just to say no comments.

10. AOB

MK requests that AGM month is set so calendar of AGM's can be created. **EJ** suggests late November for Finds Group, but we could be flexible.

IW suggests CifA share with us other SIG's venue locations so we can see where people are prepared to travel to.

11. Date of next meeting

Mid-February, poll to choose date to follow.