

Minutes of the meeting of the CifA Finds Special Interest Group

Held: Friday 4 February, 2022, 11.00am
Remotely via Zoom

Present: Mags Felter (MF, Secretary), Peter Guest (PG), Nicky Rogers (NR), Bekky Hillman (BH), Emily Johnson (EJ)

Action points:

- From previous minutes: HW to collate/review currently available online training resources
- MF to contact MK about next Groups forum meeting
- MF to circulate copy of FSIG aims/policy
- MF to circulate 2019 Survey results.
- MF to contact Louise re AGM to pick up where we had got to with venues etc.
- EJ to review coms and make recommendations for next meeting.
- MF to contact MK about guidance on Chair recruitment.

Agenda item		Action points
1. Apologies for absence	Helen Wickstead, Imogen Wood	
2. Minutes of last meeting and matters arising (not covered elsewhere)	Minutes were taken as a true record, after it was pointed out that the date in the title was incorrect! Matters Arising: There were no matters arising not covered elsewhere.	MF to change minutes to the correct date.
3. Finds issues	<u>Internal to CifA</u> <u>FSIG Committee changes</u> A warm welcome to Emily Johnson, who joins us as our new communications officer, to help with our outreach, communications and social media. The position of Chair is still vacant. A discussion was held about the best way to fill the position. MF to contact Meg Keates at CifA for guidance on this. In the meantime, the role of Chair will be shared out among the Committee. MF is due to come off the Committee in March, however, if constitution allows, can continue on until the AGM in October 2022. BH and EJ both offered to take on more involved roles after AGM, after having more experience of the running of the committee.	MF to contact MK about guidance on Chair recruitment MF to contact MK about next

	<p><u>Groups forum meeting</u> It was not possible to ascertain when the last/next Groups Forum meeting had/will take place. MF to contact MK to find out.</p> <p><u>Advisory Council</u> PG attended the last Advisory Council meeting on behalf of the Group. An update was sent to the committee by email. The main discussion topic had been about ethics and how to imbed ethics into the various levels of CfA membership and competency matrix. PG added that this was quite a tricky topic, not least because of those finds staff/specialists who are not employed in large commercial units. Discussions are ongoing.</p> <p><u>External (AEA, ICON, Other groups etc)</u></p> <p>MF gave a small update on ICON Archaeology Group - the main news is that First Aid for Finds is in consultation stages.</p> <p><u>FSIG aims/policy</u> MF raised the topic of the Group's next tasks. During the last few years, there has been a heavy emphasis on the delivery of the Toolkits, which are important, but the major ones of which are now nearing completion. What would be our next focus? A discussion was held about this. MF to circulate a copy of the FSIG aims/policy to the committee so we can discuss further. PG suggested that this could perhaps be a moment of reflection before the new Chair steps in, to see where we head next. Our role is to give advice and guidance about finds work and be a banner for high standards.</p>	<p>Groups forum meeting.</p> <p>MF to circulate copy of FSIG aims/policy</p>
4. Training	<p>The discussion about training led directly on from the topic of next steps. It was stated we could act as facilitator for training – not necessarily to provide the training ourselves. At the last meeting, HW kindly agreed to take up the task of collating current available training resources online (including currently available material which may be short-term only). MF to enquire if HW would still be able to do this, as it is important to identify gaps in training. MF to circulate 2019 Survey results so that any training needs raised during the survey could be discussed.</p>	<p>HW to collate/review currently available online training resources</p> <p>MF to circulate 2019 Survey results.</p>

	<p>EM commented that we could be better at communicating with early career finds staff. She showed links to two short training videos she had done at ASE: https://youtu.be/rPEGot_mFak https://youtu.be/MFKj4xwGAKM</p>	
5. FSIG Events	<p><u>AGM 2022</u> Thoughts about training led directly on to a discussion about ideas for this year's AGM. It was decided that it our previous idea of a 'back to basics' training event, with hands-on sessions from different specialists about how to work with finds on site could be good. It should be possible to hold in-person events again, but can make it hybrid to allow as many people as possible to attend. PG commented that it would be a good follow-on session from Louise and Duncan's training event on the use of the Toolkits, at the ClfA conference.</p>	<p>MF to contact Louise to pick up where we had got to with venues etc from before.</p>
6. Projects	<p>PG gave some updates.</p> <p><u>Specialist Reporting Toolkit</u> Nothing further to add from last time.</p> <p><u>Finds Recording Toolkit</u> This is quite close to being completed. Last committee meeting there had been a discussion about names of the different toolkits, but it has been decided to keep the names as they currently stand. PG commented that everyone is positive about the toolkit, it is systematic and clear, with a good thesaurus of terms and encourages a single method of working. It is hoped that it will be taken up and used extensively.</p> <p><u>Toolkit for the study of Roman coinage</u> PG gave an update. Project is progressing well. It has proved somewhat tricky to get other coin specialists onboard, as although they agree that a common method of working would be good, some are reluctant to agree to details and do not want external groups imposing 'rules' of working. PG commented that he will be careful to state that the toolkit is to help with standardising what is recorded, and that what you do with the data is up to the individual specialists.</p> <p>NR commented that she had been asked by a client to use the Specialist Reporting Toolkit in an assessment.</p>	
7. Communication	<p><u>Website + Social media</u></p> <p>A discussion was held about the Group's current social media and communications channels and whether to add more (eg Facebook). EJ kindly agreed to do a small review of the current situation and to recommend a</p>	<p>EJ to review coms and make recommendations for next meeting.</p>

	strategy for taking this forward for next time. EJ also agreed to start tweeting again. It was agreed to focus our communications on a newsfeed of best practice in finds work as well as standards and guidance.	
8. Any Other Business	None were raised.	
9. Date of next meeting	Either Thursday 5, Friday 6, Thursday 12 or Friday 13. MF to canvass opinion, and set up and circulate zoom link.	MF to set up and circulate Zoom link.