

Committee Meeting: 18 May 2023, 12.30-2.30pm

Hybrid meeting: Historic England, Birmingham, and Teams, online

Minutes

Present: Sam Paul (SP), Helen Parslow (HP), Zoë Hazell (ZH), David Ingham (DI), Deborah Fox (DF), Jess Irwin (JI), Vikki Sands (VS) and Kerry Whitehouse (KW).

1.	Apologies	Action
	Hazel O’Neill (HO’N)	
2.	Committee matters	
	<p>2.1 Chair’s report (SP)</p> <ul style="list-style-type: none"> SP had nothing substantive to report on outside the items on the agenda (see below). <p>2.2 Treasurer’s report (HP)</p> <ul style="list-style-type: none"> HP is waiting for ClfA to confirm the group’s budget for the year, submitted as £800. <p>2.3 Secretary’s report (ZH)</p> <ul style="list-style-type: none"> ClfA Groups Admin have uploaded all the committee/group documents onto the group’s webpage. ZH had contacted ClfA about enhancing the group’s webpage, and the following additions are proposed by the committee in the first instance: i) committee member organisations/affiliations, ii) committee member biographies, iii) a group photo of the committee members [an action for the next AGM], iv) a list of former serving committee members (names only), and v) additional photos to illustrate archaeological archives. <p>All committee members to send ZH their short biography.</p> <p>2.4 Conference officer’s report (DI)</p> <p>Plans are on-going about the Autumn AGM/conference day (see Item 4.2 for details).</p> <p>2.5 Group’s social media, email etc (ALL)</p> <ul style="list-style-type: none"> VS and JI continue to monitor and post on Twitter, as does HP on Facebook. Please could committee members send any relevant content on to them for posting. The committee discussed possible engagement with #MuseumWeek https://museum-week.org/ 5–11 June 2023. The decision was made to concentrate on one day – Weds 7 June #FoodMW. The committee are to send drafted content ready to be posted [image and accompanying text] to JI. <p>2.6 Group’s postcard</p> <p>Printing of the winning entry for the 2020 postcard competition is still outstanding.</p>	<p>ALL, ZH</p> <p>ALL</p> <p>ALL, JI, VS, HP</p>

	6.1 AAG's Group survey <i>Resourcing of staff in archaeological archives – see Item 3.1.</i>	
7.	AOB	
	<p>7.1 Previous meeting action points Stewart boxes – in response to the AAG committee's discussions and enquiries about suitable alternatives to Stewart boxes [which have been used extensively throughout the archaeological archives sector, but which are no longer being manufactured] DF raised it with the SMA who have since recently published a short article in the SMA newsletter. DF will send the newsletter round the committee for info, and so that the AAG can refer to it on the group's own social media groups/accounts for its members.</p> <p>7.2 Upcoming meetings/events:</p> <ul style="list-style-type: none"> • Archaeological Archives Form on 8 June, HP will be attending. • ClfA Advisory Council on 5 July – DF cannot make it, so SP will attend instead. <p>7.3 AOB</p> <ul style="list-style-type: none"> • OASIS and Research Frameworks reporting [training]; HP highlighted that multiple sessions had happened (https://archaeologydataservice.ac.uk/news-events/oasis-walkthroughs/), but hadn't been well publicised. ZH will check with Historic England if/where/when a video recording will be made available online. • SP said she would stay in post as Chair for the coming year, but would encourage other committee members to stand for it in AGM 2024. 	<p>HP, JI, VS</p> <p>HP SP</p> <p>ZH</p>
8.	Date of next meeting	
	<p>Sept 2023 This will be an online meeting, sometime during the week commencing 11 Sept 2023. It is timed to take place shortly before the group's AGM/conference day. ZH will send round a Doodlepoll of options.</p>	ZH

Minutes: Z Hazell, with contributions from attendees, May 2023