

AGM: Wednesday 28 September 2022, 13.10pm

Castle House, Newark-on-Trent

Minutes

Committee present: Helen Parslow (interim Chair), Zoë Hazell (Secretary), David Ingham (Events), Jess Irwin and Vikki Sands

Total number of participants: 55

1 Welcome (HP)

Committee apologies: Deborah Fox, Hazel O'Neill, Katie Green

2 Chair's report (HP, with ZH); Group matters

2.1 Membership numbers; group's outlets (webpage, social media)

The group's membership figures: as of September 2022 is 577 in total, of which 573 are CIfA members and 4 are non-CIfA members. This is an increase from last year, of around 40. Members are encouraged to interact with social media accounts (Twitter and Facebook) and communicate with the committee via the Gmail email account for all archival matters.

2.2 Thanks to previous committee members

HP thanked KG (outgoing Treasurer) for her invaluable input and contributions whilst on the committee.

2.3 New committee

In total, five positions were up for election: Chair, Treasurer, and three Ordinary Committee Members.

Only one nomination each for the Chair and Treasurer were received, so these were confirmed in as Sam Paul (Chair) and Helen Parslow (Treasurer). The committee congratulates and welcomes them both in their new roles. Due to multiple issues with the nomination forms for the Ordinary Committee Member vacancies, it was not possible to hold the required vote on the day. The vote will therefore take place virtually as soon as possible after the AGM.

DF continues as the committee's Advisory Council representative, and when the new committee is all in place, the new Groups' Forum representative will be agreed.

2.4 3-year plan approval/adoption

HP introduced the three-year plan which has been recently updated. At the moment it lists generic activities, but as it is a living document it will be revisited and updated based on topics and suggestions raised by the group. As one of its activities, the committee will discuss submitting a session proposal for CIfA's Annual conference in April 2023. The current document was approved by the group and will be uploaded onto the group

webpage in due course.

3 Secretary's report (ZH)

3.1 Summary of 2021–2022 activities/involvements (Events, Training, Advice, Engagement)

ZH listed the main activities that the committee was involved with over the past year (summarised in the group's Annual Report):

- Last year's conference event was on the theme of *How prepared are we for the digital future?* It took place virtually, with the presentations available since on ClfA's YouTube channel.
- The committee compiled a sheet of useful pointers and resources for those interested in a career in Archaeological Archives, to feed into ClfA's Careers Toolkit.
- Liaising with ClfA about funding cuts to museums, and implications re. archaeological archives.
- Providing responses to enquiries made to the group via its gmail account.
- The committee now has representation on the OASIS management board.
- This AGM took place as part of the group's 2022 conference day *The future of Archaeological Archives*. Many thanks to DI for arranging such a successful event (with around 55 attendees, similar to last year).

ZH also mentioned that Stephen Reed had stepped down from the committee during the year.

3.2 Upcoming Group Survey

Questions for the survey 'Resourcing of staff in archaeological archives', were finalised by the committee earlier in the year. The survey has since been awaiting ClfA to send it out to the group. ZH hopes that this will be done before Christmas.

4 Treasurer's report (KG, with HP)

4.1 Group's accounts

HP (on KG's behalf) presented the group accounts for 2021–2022. The figures presented were *provisional* as they were based on an interim number of conference attendees (final numbers yet to be confirmed from ClfA). The accounts presented on the day were as follows: Income totalled £900.00 (£500 from ClfA, and £400.00 from conference fees), and Expenditure totalled £120.00 (room hire for the AGM-conference day). There had been no spending on room hire/travel for committee meetings, as they had all taken place on-line. The account is therefore (provisionally) in £780.00 credit.

With regards to future committee meetings it is likely that at least one this coming year will be in person, meaning that associated expenses are to be expected.

5 Group discussion (All group, HP chair)

There were no questions asked, or discussions raised by the group members present.

6 AOB

On behalf of the committee ZH thanked HP for her hard work as interim chair and DI for arranging and running such a successful conference day.

7 Closing remarks and thanks (HP)

HP thanked everyone for attending.