

Committee Meeting: 8 Sept 2022, 1.30-3.30pm

Teams meeting

Minutes

Present: Deborah Fox (DF) [part], Katie Green (KG), Zoë Hazell (ZH), David Ingham (DI), Jess Irwin (JI), Hazel O’Neill (HO’N), Helen Parslow (HP) and Vikki Sands (VS).

and

invited: Duncan Brown (Archaeological Archives Principal, Historic England) [part]

1.	Apologies	Action
2.	Committee matters	
	<p>2.1 Chair’s report (HP) Nothing to report on, other than what is to be raised during the meeting.</p> <p>2.2 Treasurer’s report (KG) KG had nothing to report as there has not been any spending from the committee’s budget so far this year (as events costs are handled directly by ClfA). She reminded the committee of the procedure for claiming upcoming travel expenses to the AGM-conference day, which can be done by directly submitting the claim form to MK (copying in the Treasurer).</p> <p>2.3 Secretary’s report (ZH)</p> <ul style="list-style-type: none"> • The group’s webpage is currently up to date with all the most recently produced documents, including the minutes for the last committee meeting (12 May 2022). • ZH submitted the group’s annual report in time for ClfA’s 1 August 2022 deadline. • All the details for the group’s upcoming conference day (including booking form) are on the ClfA website. • Details on the AGM, committee spaces and nominations have also been advertised. ZH reported a higher than usual level of interest in committee positions, so it is likely that a vote will be necessary. ZH to confirm with MK about the procedure for voting remotely. • The committee confirmed their current terms; KG will be leaving the committee at the AGM, having served two consecutive 3-year terms. DF noted that her own additional committee role is as representation on the Advisory Council. The committee needs a Groups’ Forum representative – it was agreed that this can be decided after the new committee is formed at the AGM. 	ZH

	<p>2.4 Conference officer's report (DI) The main plans are in place for the group's conference day on 28 September 2022, on <i>The Future of Archaeological Archives</i>. This includes arrangements to record the presentations, particularly for the benefit of those that cannot attend in person. DI to check some other minor venue/logistics details in the interim. JI and HP have advertised the event on the group's social media accounts and HP suggested that committee members individually promote the event to their relevant contacts.</p> <p>2.5 Group's social media, email etc (ALL) JI and VS have taken over the Twitter account from KG. JI and HP have advertised the AGM-conference day on Twitter and Facebook, respectively. The committee discussed a strategy for actively posting on social media (e.g. tweeting about the group's live events, ClfA topics, archaeological archive topics), and planning contributions to Twitter #tagged themes/events). ZH to add this on to the group's agenda as a standing item, so that it is regularly considered. All issues re. [non-receipt of] emails from ClfA have now been resolved for those members of the committee that had reported problems. ZH will raise the issue at the AGM for the group more widely.</p>	<p>DI</p> <p>ALL</p> <p>ZH</p> <p>ZH</p>
<p>3.</p>	<p>Representation to ClfA governance and in all ClfA activities</p>	
	<p>3.1 Updated Covid19 guidance for ClfA volunteers ZH highlighted the most-recent (June 2022) version of the recommendations. Some discussion was had about what was reasonable in terms of practicable precautions at the AGM-conference. The committee agreed to ensure that hand sanitiser and masks are available for use on the day, and to ask MK to send out a request beforehand that anyone with Covid-like symptoms does not attend.</p> <p>3.2 AAG teabreak As agreed previously, the committee will host a teabreak after a relevant topic has been identified from the September AGM-conference day. ZH to arrange in due course.</p> <p>3.3 ClfA annual conference April 2023 (ALL) The committee discussed the possibility of running a session at the annual conference next year, as it has been a while since the group's last one. The committee will revisit it depending on the deadline for session proposals, and the topics raised at the AGM-conference day. ZH will email ClfA's Events Manager about the likely conference dates, and the deadline for session/workshop proposals.</p> <p>3.4 ClfA Innovation Festival (10–14 Oct 2022) ZH highlighted the upcoming festival (https://www.archaeologists.net/innovation-festival).</p> <p>3.5 AAG's webpage revisions (ALL) Following an email from MK to the groups, the committee discussed possible improvements to the group's page. This included adding: a picture (perhaps</p>	<p>ZH</p> <p>ZH</p> <p>ZH</p>

	<ul style="list-style-type: none"> VS kindly offered to write a short biography for ClfA's careers page, so as to have an Archaeological Archives example. ZH will check the necessary details/requirements first. <p>5.6 New ClfA membership requirements; ethics, standards and the Archaeological Archives competency matrix (HP)</p> <p>Given the enhanced criteria for joining/upgrading membership status, in particular with respect to understanding and demonstrating ethical competency, HP raised the need to review the group's competency matrix, updating as necessary. In anticipation of this, HP will be leading a discussion session on this topic at the group's AGM-conference day, to help inform the matrix update. The group will update the matrix based on outcomes from that session. In the meantime, HP requested thoughts and ideas from the committee as contributions on the day.</p> <p>ZH reminded the committee of the upcoming ClfA training on 'Practising ethical competence in archaeology'.</p>	ZH, VS
6.	Group aims 1 to 5	
	<p>6.1 AAG's Group survey <i>Resourcing of staff in archaeological archives</i></p> <p>The survey has not been sent out yet, so ZH will follow up with MK.</p> <p>6.2 AAG's 3-year plan</p> <p>At the AGM, the group will need to agree the annual update to the 3-year plan, so the committee discussed and updated the document for the current year. ZH will finalise the version ready for the AGM.</p>	ZH
7.	AOB	
	<p>7.1 Updates on action points from last meeting</p> <p>The group checked through the action points from the previous minutes, most of which had been completed. Any outstanding ones will be revisited accordingly.</p> <p>7.2 Upcoming meetings/events:</p> <ul style="list-style-type: none"> HP will be attending the SMA conference next week. <p>7.3 AOB</p> <ul style="list-style-type: none"> Advisory Council feedback: DF had to leave the committee meeting so will supply a written update. HO'N updated the group that despite the finding cuts discussed at the previous committee meeting, Stoke-on-Trent museum plan to recommence accepting archaeological archive depositions. HP reported a similar situation for Peterborough's museum. 	HP DF
8.	Date of next meeting	
	<p>Jan 2023</p> <p>A Doodle poll will be sent round to decide a date for the next meeting – sometime during the week commencing 16 Jan 2023.</p>	ZH

Minutes: Z Hazell, with contributions from attendees, Sept 2022