

Committee Meeting: 12 May 2022, 10am

Teams meeting

Minutes

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

1.	Apologies	Action
	Deborah Fox, [Megan Keates]	
2.	Committee matters	
	<p>2.1 Chair’s report (HP) The committee co-opted VS as an ordinary committee member, and HP welcomed her to the committee.</p> <p>2.2 Treasurer’s report (KG) KG confirmed that the committee has been allocated £500 for the year to arrange/attend committee meetings. So far, none of that has been spent.</p> <p>2.3 Secretary’s report (ZH)</p> <ul style="list-style-type: none"> ZH to ensure that all the minutes from past meetings are available to MK to put up onto the group page. See Item 2.4 for next AGM and conference event. ZH to check with MK re. terms remaining of committee members, and request end of terms are added to the group’s page. It was noted that when KG’s term ends, it will leave a digital archives representative gap. <p>2.4 Conference officer’s report (DI) Following discussion by the committee it was agreed that the digital theme should be halted, and instead start afresh with a new conference day event in late September 2022, along the lines of <i>The Future of Archaeological Archives</i>. It will coincide with the AGM, primarily as an ‘in person’ event, but with a hybrid component if practicable. DI to contact CIfA for help with a suitable venue search and booking. The committee is to produce a conference abstract as soon as able, so that the event can be advertised.</p> <p>2.5 Group’s social media, email etc (ALL) Facebook – KG to arrange HP as a second administrator for the account, with JI as back-up. Twitter – KG to pass on administration to JI and VS.</p>	<p>ZH</p> <p>ZH</p> <p>DI</p> <p>DI, ALL</p> <p>KG</p> <p>KG</p>

3.	Representation to ClfA governance and in all ClfA activities	
	<p>3.1 AAG teabreak Due to other work commitments, the committee agreed to postpone any teabreak until after the September AGM/conference day, which will help determine a potential topic. ZH to arrange in due course.</p> <p>3.2 ClfA annual conference 27–29 April 2022 (ALL) Those committee members who attended the conference (either in person or virtually) gave feedback to the rest of the committee. Overall impressions were positive (attendance at and interest in the sessions was good), despite some organising/technical issues.</p> <p>3.3 Advisory Council HP gave a brief update from the most recent meeting, and warned the committee to expect future requests from ClfA re. embedding ethics into membership criteria (eg as part of new applicants’ interviews, and updating the competency matrices with ethical competencies). The committee will deal with these requests as and when.</p>	<p>ZH</p> <p>HF, ALL</p>
4.	Promote awareness of archaeological archives; seminars, workshops	
	<p>4.1 Selection Toolkit (KG) Nothing specific to report about the project, apart from the regular request to all committee members to let KG know if there are any new or updated document/guidance versions to add to the online resources.</p> <p>Immediately prior to the meeting, JI had sent round a document summarising contractor experiences of using the toolkit. The committee will read and discuss this document (KG to lead).</p> <p>KG will revisit the toolkit questionnaire that was originally sent out to toolkit users, and explore with ClfA about sending it out again (perhaps with updates if necessary) to get fresh feedback.</p>	<p>ALL</p> <p>KG</p> <p>KG, ALL</p>
5.	Focus on issues of standards, best practice, advocacy and access	
	<p>5.1 DigDigital project (KG) Nothing significant to report.</p> <p>5.2 OASIS V (KG)</p> <ul style="list-style-type: none"> • Work, including DOIs for records, is very nearly completed. Feedback on OASIS V overall has been sent to the project board, to be considered over the summer period. • OASIS V Project Management Board: HO’N and JI are now on the board, but the next meeting is not until Autumn 2022. <p>5.3 Local museum funding cuts: Stoke-on-Trent, Peterborough</p> <ul style="list-style-type: none"> • Following the last committee meeting, ZH contacted ClfA HQ raising the proposed cuts to both museum services, for ClfA’s attention/action as necessary. • HO’N and HP flagged Peterborough Museum’s new deposition 	<p>HO’N, JI</p>

	<p>guidelines, and HP will contact Peterborough Museum to check its status in terms of receiving accessions and providing access to collections.</p> <p>5.4 ECRs/Careers information for ClfA</p> <ul style="list-style-type: none"> Exploring/collating mentorship opportunities had been raised at a previous meeting by DF, but is being deferred to the next committee meeting in DF's absence. 	<p>HP</p> <p>DF</p>
6.	Group aims 1 to 5	
	<p>6.1 AAG's Group survey KG is to check in with MK about progress with the survey.</p>	KG
7.	AOB	
	<p>7.1 Updates on action points from last meeting Nothing additional to add.</p> <p>7.2 Upcoming meetings/events:</p> <ul style="list-style-type: none"> AAF meeting will be on 13 May 2022, attended by HP and KG. <p>7.3 AOB VS to complete the nomination form for ClfA – ZH to send VS the blank form.</p>	<p>HP, KG</p> <p>ZH, VS</p>
8.	Date of next meeting	
	<p>Sept 2022; before the AGM and conference day. A Doodle poll will be sent round to decide a date for the next meeting – sometime during the week commencing 5 Sept 2022.</p>	ZH

Minutes: Z Hazell, with contributions from attendees

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