

Committee Meeting: 14 September 2023, 10.00–11.30am

Teams, online

Minutes

Present: Sam Paul (SP), Zoë Hazell (ZH), David Ingham (DI), Hazel O’Neill (HO’N), Jess Irwin (JI) and Kerry Whitehouse (KW).

1.	Apologies	Action
	Helen Parslow, Deborah Fox and Vikki Sands	
2.	Committee matters	
	<p>2.1 Chair’s report (SP)</p> <ul style="list-style-type: none"> SP had nothing additional to report additional to the items on the agenda (see below). <p>2.2 Treasurer’s report</p> <ul style="list-style-type: none"> HP is collating the group’s finances ready for the AGM. <p>2.3 Secretary’s report (ZH)</p> <ul style="list-style-type: none"> ZH to send the May committee minutes to the Group’s Admin for the group’s webpage. Plans to enhance the group’s webpage will be handed over to the new Secretary when ZH’s term ends, and picked up at the next committee meeting [NB also refer to May 2023 minutes]. Group’s postcard – ClfA have agreed to send this out with October’s copy of <i>The Archaeologist</i>. AGM matters – nominations are open, with the closing date set as 18 September. ZH and SP to contact the Group’s Admin officer after this date for information on nominations and voting. It will be the last meeting for ZH, DI and DF. <p>2.4 Conference officer’s report (DI)</p> <p>Plans are in place for the Autumn AGM/conference day (see Item 4.2 for more details).</p> <p>2.5 Group’s social media, email etc (ALL)</p> <p>VS and JI continue to monitor and post on X [formerly Twitter], as does HP on Facebook. This included posts during #MuseumWeek https://museum-week.org/ in June 2023.</p>	<p>ZH</p> <p>ZH</p> <p>ZH, SP</p>

	<p>2.6 Group's 3-year plan The group agreed the draft document in principle, subject to ZH updating the membership numbers with the current figures for September.</p>	ZH
3.	Representation to ClfA governance and in all ClfA activities	
	<p>3.1 AAG teabreak This is waiting on the results of the Group Survey which is still open, so this item will be carried forward to the next committee meeting.</p>	SP
4.	Promote awareness of archaeological archives; seminars, workshops	
	<p>4.1 Selection Toolkit (SP)</p> <ul style="list-style-type: none"> • SP would still like case studies to be used as examples of approved selection strategies, for the toolkit webpage please. In particular, SP is keen to hear about implications of the Selection Strategy requirements, and identifies the need for some formal way of being able to study and quantify this with users. • SP also noted that some of the selection strategy toolkit resources need updating, especially now that the DigDigital resources have been published, and mooted the idea that this could potentially be done as part of a more holistic programme of work, bringing in other aspects of project archiving and discussed in this meeting [see Item 5.2 – primary/secondary archives, and Item 7.3 – dealing with legacy archives; plus data management plans]. The committee will carry this over to a subsequent meeting. <p>4.2 AAG's annual conference day, Thursday 28 September 2023, Newark (and online attendance option)</p> <ul style="list-style-type: none"> • DI gave an update on the day and its running, but final registration numbers are not available yet. The day will be hybrid, and talks will be recorded with the speakers' prior permission. • Committee members are to arrange reimbursement of their expenses for the day via the committee's budget. 	<p>SP, ALL</p> <p>SP, ALL</p> <p>ALL</p>
5.	Focus on issues of standards, best practice, advocacy and access	
	<p>5.1 OASIS V Project Management Board update (JI and HO'N) There hasn't been a meeting of the management board since the last AAG committee meeting, so there are no updates. The next management board meeting is 11 Oct 2023. JI gave a quick run through of project summary statistics that are available through the dashboard.</p> <p>5.2 Discussion on Primary/Secondary Archives, ALL The committee discussed potential issues around the visibility (or not) of changes/edits that are made to the primary archive (e.g. correcting errors, updating interpretations), and how these are (or aren't) identified and recorded clearly. This applies to both physical and digital documents and records. This prompted some further discussion about a request from a repository to group photographs that are being deposited, but without explaining the reasoning or need behind it. These topics will be revisited by the committee [possibly with Item 4.1].</p>	

	<p>5.3 DigDigital Archives CPD module and workshop The CPD modules are in production, and some live learning sessions are planned but still in the pipeline. SP sent round a draft module to the committee, to look over and approve for the AAG's endorsement. Please send any comments back to SP by the end of Fri 15 September.</p> <p>Jl also offered to explore the possibility of joining up with ClfA's Information Management SIG to develop some training focussing on digital archives.</p> <p>5.4 Innovation festival SP flagged up ClfA's upcoming Innovation Festival, 9–13 October (https://www.archaeologists.net/civicrm/event/info?reset=1&id=419), which includes an archaeological archives session on the afternoon of Monday 9 October.</p> <p>5.5 Repository stipulations re. sample bag labelling, ZH Some discussion was had by the committee around a query received about labelling on specialist sample bags for archive deposition. Whilst this does not seem to be a widely encountered issue, if some repositories do not want extraneous information on the bags themselves (which could cause them confusion), then it is suggested to include additional information on a Tyvek label within the bag itself.</p>	<p>ALL</p> <p>Jl</p>
6.	Group aims 1 to 5	
	<p>6.1 AAG's Group survey <i>Resourcing of staff in archaeological archives</i> – the decision was made by the committee to keep the survey open until Fri 6 October, with a view to promoting it a final time at the AGM the week before.</p>	
7.	AOB	
	<p>7.1 Previous meeting action points</p> <ul style="list-style-type: none"> • OASIS and Research Frameworks reporting [training]; a walkthrough video is available here: https://researchframeworks.org/introduction-to-research-frameworks/#section-6 <p>7.2 Upcoming meetings/events:</p> <ul style="list-style-type: none"> • ClfA Advisory Council – DF is leaving the committee, so SP will attend these from now on. KW will attend when SP is not able to. Representation can be revisited when the new committee is in place. • Jl and HO'N will attend the OASIS V Project Management Board on 11 October. <p>7.3 AOB</p> <ul style="list-style-type: none"> • KW followed up on her enquiry to the committee re. selection advice for dealing with legacy archives, especially those that have not been fully recorded or analysed. SP suggested writing up a couple of brief case studies of their own experiences, to make available as resources for those also dealing with legacy archives [possibly with Item 4.1]. 	

8.	Date of next meeting	
	Jan 2024 No date was discussed, as the new Secretary will arrange this when they are in post after the AGM.	

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