

Committee Meeting: 18 Jan 2023, 10.00am-12.00pm

Teams meeting

Minutes

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

1.	Apologies	Action
	Deborah Fox (DF)	
2.	Committee matters	
	<p>2.1 Chair’s report (SP) SP welcomed the new committee members (JI and VS who had previously been co-opted, and KW), and congratulated VS on being awarded the CBA Early Career Archaeologist Award in Dec 2022.</p> <p>2.2 Treasurer’s report (HP)</p> <ul style="list-style-type: none"> HP ran through the costs of the Sept 2022 AGM/conference day. She is still awaiting some handover paperwork from the previous treasurer. CifA HQ will need the group’s request for next year’s funding allocation soon, so HP asked all committee members to provide her with travel estimates for the coming year budgeting for attending two in-person events (the AGM/conference day and one committee meeting). Given the anticipated increase in costs associated with a return to in-person events, SP will discuss finances/budgets with CifA. This will also include implications for hosting the AGM/conference day in a large, central city location that is easiest for group members from across the country to reach, but which will be more expensive (also see Item 4.2). <p>2.3 Secretary’s report (ZH)</p> <ul style="list-style-type: none"> There are some documents missing from the group’s webpage, so ZH will arrange with CifA Groups Admin to ensure these are all uploaded as necessary. ZH will contact CifA about enhancing the group’s webpage (as discussed at the previous committee meeting). <p>2.4 Conference officer’s report (DI) The group’s conference day took place on 28 September 2022, on <i>The Future of Archaeological Archives</i>. It was a successful, well attended day, that</p>	<p>HP, ALL</p> <p>SP</p> <p>ZH</p> <p>ZH</p>

	<p>attracted a good proportion of new faces and non-CifA members. Videos of the talks are all now online, accessible via the group's webpage.</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. • ZH raised #MuseumWeek as a possible up-coming engagement opportunity https://museum-week.org/ 5–11 June 2023. As the official programme for this hasn't been released yet, plans/input will be deferred until nearer the time. • The group also discussed other social media platforms (Mastodon, LinkedIn). Whilst some of the committee are exploring these informally, no commitments are being made to officially represent the group on them. • ZH reported that enquiries to the group's gmail inbox have been very few, and as all have been dealt with, there is nothing currently outstanding. 	<p>ALL</p> <p>ALL</p>
3.	Representation to CifA governance and in all CifA activities	
	<p>3.1 AAG teabreak</p> <p>As discussed previously, the committee would like to host a teabreak. A relevant topic will be informed from the results of the Group Survey. ZH to arrange in due course.</p> <p>3.2 CifA annual conference 19–21 April 2023</p> <ul style="list-style-type: none"> • Session update (20 April 2023, 9.30am–1pm): <i>Thinking outside of the box: sustainable futures for atypical archives</i>. This session is being led by HP and DI, with Manda Forster (Digventures). The session has had plenty of interest and proposals for presentations. It will likely be a mix of short presentations grouped by topic, followed by panel discussion(s). • SP is also hosting a session <i>Covering the cost: Archaeological Archives</i> on the afternoon of the same day. This session will help inform a current project she is undertaking, and for which she will be requesting contributions of anonymised case studies. <p>Most of the committee are planning to attend the conference.</p> <p>3.3 Advisory Council meeting 17 Nov 2022</p> <p>DF attended this and provided some notes in advance of this meeting, which ZH summarised. A main thing to note is the committee's potential involvement with updating relevant CifA standards and guidance.</p>	<p>ZH</p>
4.	Promote awareness of archaeological archives; seminars, workshops	
	<p>4.1 Selection Toolkit (SP)</p> <p>SP highlighted the new resource page on <i>Sterile Archives</i> that had been added (https://www.archaeologists.net/selection-toolkit/sterile-projects). None of the committee have had the need to refer to the guidance yet. As examples happen, please consider sending to SP as case studies.</p>	<p>ALL</p>

	<p>4.2 AAG's annual conference day, Sept 2023</p> <p>Some discussion was had about the possibility of hosting a joint event with the SMA, but it was concluded that this would be best explored (maybe through DF) for 2024 to allow more planning time.</p> <p>A possible topic proposed for Sept 2023 was <i>Standardising Archaeological Archives</i> (labelling finds, packing/storage conditions etc), and with that in mind, a joint day with other relevant ClfA SIGs (Finds, Osteo...) was suggested – SP will start discussions with them.</p> <p>Merits of alternative venues were discussed (venue hire rates, versus travel practicalities and costs). Implications for hosting in a more expensive, central city location will be raised by SP with ClfA.</p> <p>[NB Since the committee meeting, a vote has been sent round the group members to choose between Newark-on-Trent or Birmingham].</p>	<p>SP, DF</p> <p>SP</p> <p>SP</p>
<p>5.</p>	<p>Focus on issues of standards, best practice, advocacy and access</p>	
	<p>5.1 Dig Digital project (SP)</p> <p>Despite not being directly involved in this project, SP shared the news that the next stage of the project (workshops, tutorials) is imminent.</p> <p>5.2 OASIS V (JI and HO'N)</p> <p>HO'N and JI attended their first OASIS V Project Management Board meeting in October 2022, and have been trialling the test dashboard before it is made public. Plans are to close OASIS IV down in the spring. In the meantime, the project team are open to constructive suggestions on OASIS V, and plans are in progress creating additional specialist subject modules.</p> <p>5.3 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. Various apprenticeship options were mentioned – please send any opportunities to ZH to compile. • VS reiterated her offer to write a short biography for ClfA's careers page, so as to have an Archaeological Archives example. <p>5.4 Suitable storage boxes</p> <p>The group had received a query about what to do as the company that makes Stewart boxes is no longer operational, and stocks of boxes are increasingly dwindling and unavailable. SP suggested that ZH compile the committee's recommendations and let the wider group know. Firstly, HP will ask the group members on Facebook how they are dealing with the issue eg what alternatives they are using, where they are sourcing suitable boxes. Also, ZH will ask DF what museums are doing/how they are responding to this issue.</p>	<p>ALL, ZH</p> <p>VS</p> <p>HP, ZH, DF</p>
<p>6.</p>	<p>Group aims 1 to 5</p>	
	<p>6.1 AAG's Group survey</p> <p><i>Resourcing of staff in archaeological archives</i></p> <p>The survey has not been sent out yet, so ZH will continue to follow this up with ClfA.</p> <p>6.2 Rationalisation</p>	<p>ZH</p>

	<p>The committee responded to a request for advice regarding the merits (or not) of rationalisation. ZH thanked the committee for their help with this.</p> <p>6.3 Expectations to back-date projects onto the ADS Some discussion was had about experiences of being asked by museums to carry out unagreed (= uncosted) work retrospectively (e.g. on inherited archive material). Instances of box sizes changing in deposition standards and being applied retrospectively were also mentioned (and the costs involved with that). SP is keen to hear about such experiences.</p>	
7.	AOB	
	<p>7.1 Upcoming meetings/events:</p> <ul style="list-style-type: none"> No relevant events were flagged. <p>7.2 AOB</p> <ul style="list-style-type: none"> Both HP and SP have been approached by a visiting international doctoral student about standards and issues affecting UK archaeological archives. SP would like newer members to consider taking up the Chair position. 	HP, SP
8.	Date of next meeting	
	<p>May 2023 This was decided to be an in-person meeting. ZH will arrange to host it in a Historic England office. A Doodle poll will be sent round to decide a date for the next meeting – sometime during the weeks commencing 15 May or the 22 May 2023.</p>	ZH

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