

AGM: Thursday 28 September 2023, 12.50pm

Castle House, Newark-on-Trent

## Minutes

Committee present: Sam Paul (Chair), Helen Parslow (Treasurer), Zoë Hazell (Secretary), David Ingham (Events), Jess Irwin, Hazel O'Neill, Vikki Sands and Kerry Whitehouse

Total number of participants: 25

### 1 Welcome (SP)

Committee apologies: Deborah Fox

### 2 Chair's report (SP)

#### 2.1 Current committee; introductions

SP introduced the committee members present. She also thanked the outgoing committee members (ZH, DI and DF) for all their hard work and contributions – they will all be missed!

#### 2.2 Membership numbers

As of September 2023, the group's membership stands at 609 in total, with 593 CIfA members and 16 non-CIfA members. This is an increase from last year, of around 20.

#### 2.3 Group's outlets (webpage, social media)

SP reminded the members of the group's social media accounts, webpage and email contact.

#### 2.4 Committee matters; representation on CIfA groups

- SP reminded attendees that there were 3 vacant positions on the committee – two ordinary committee members (OCMs) and the Secretary [see Item 5.1]
- SP has taken on the role of the committee's Advisory Council representative, with KW standing in when needed. The new Groups' Forum representative will need to be agreed in due course.

### 3 Secretary's report (ZH)

#### 3.1 Summary of 2022–2023 activities/involvements (Events, Training, Advice, Engagement)

ZH listed the main activities that the committee was involved with over the past year (also described in the group's Annual Report supplied to CIfA in August)

- last year's September conference event was on the theme of The future of archaeological archives. It was an in-person event, with c.60 attendees, and recordings of the presentations are available on CIfA's YouTube channel (see the group's page for links)
- members of the committee are representatives on the Future of Archaeological Archives Project advisory board and the OASIS V management board
- provided responses to enquiries made to the group via its Gmail account
- participated in the #FoodMW social media event which was part of #MuseumWeek
- finally saw the printing of the group's new postcard, which was handed out to attendees on the day, and which CIfA will include in the October issue of The Archaeologist to its members
- opened the group survey [see Item 3.2]
- this AGM took place as part of the group's 2023 conference day on More what you'd call guidelines than actual rules. Many thanks to DI for arranging such a successful hybrid event, with c.60

attendees in person, and c.40 online). Recordings of the talks will again be made available on ClfA's YouTube channel in due course

### 3.2 Group Survey

The survey 'Resourcing of staff in archaeological archives' is still open and will close on Friday 6 October. ZH encouraged members to respond.

### 3.3 Group's email list

ZH has heard indirectly that some group members are not receiving emails from the ClfA Groups email list. She advises anyone who thinks that they are missing out on emails, to contact the Groups Admin officer directly.

## 4 Treasurer's report (HP)

### 4.1 Group's accounts

HP presented the group accounts for 2022–2023 as follows: Income totalled £1385.00 (£625 from ClfA, £600.00 from conference income, and £160 from non-ClfA memberships), and expenditure totalled (£600 conference expenses, and £117.10 for committee members' travel to meetings). The account is therefore in £667.90 credit. HP also summarised income and expenses so far for the period 2023–2024.

Now that the AGM and the conference day are in September, there are some challenges aligning a year's worth of membership numbers (and the associated income from non-members who join as part of the conference event) with the accounting year window for the rest of the finances.

## 5 Group matters (SP, with ZH)

### 5.1 Votes/approval of Committee

Only one nomination for the committee had been received, so Teagan Zoldoske (ADS) was accepted onto the committee as an OCM. Congratulations to Teagan! SP encouraged members to consider joining the committee, as they can be co-opted on partway through the year.

### 5.2 3-year plan

ClfA had not sent round the draft plan to members with enough time for them to look at it prior to the AGM, so it was decided that if any member wants to raise anything, they should contact the committee soon after the AGM, otherwise it will be accepted.

## 6 Group discussion (All group, SP chair)

There was some discussion around potential topics for next year's conference day.

There was also further discussion from members who think they are not receiving the AAG emails. As far as ZH is aware, the most recent email sent from ClfA to the AAG members was the one announcing the AGM, nominations and conference event registration [Note: this was on 25 Aug 2023]. Maintaining the email list is not within the sight or power of the committee, and it is not always clear to the committee that their requests to ClfA to send out emails to the group on the committee's behalf are always actioned.

## 7 AOB

None

## 8 Closing remarks and thanks (SP)

SP thanked everyone for attending.

UPDATE: after the AGM, where a secretary was not elected, VS was co-opted as the new group's Secretary.