

**Finds Special Interest Group**

7 October 2024 10am  
Online Teams meeting

**Minutes**

**Present:** Emily Johnson (EJ; Chair), Imogen Woods (IW; Treasurer), Bekky Hillman (BH; Secretary), Ruth Beveridge (RB), Rachel Cubitt (RC), Deborah Fox (DF), Gulfareen Kamran (GK), Laura Ratcliffe-Warren (LR), Peter Guest (PG), Anna Tyacke (AT), Nathan Baker (NB; guest)

<b>Agenda Point</b>		<b>Action (Initials)</b>
<b>1.</b>	<b>Apologies</b> None	
<b>2.</b>	<b>Minutes of the Previous Meeting</b> Accepted without changes	
<b>3.</b>	<p><b>Matters Arising</b> <b>AGM feedback and survey results</b> EJ reports feedback was good, format was good, needed more networking, break out rooms could have been better explained. In person events were requested as well as online. Needed more time for AGM The presence of the early careers committee members was invaluable, and they should be allowed free access without having to apply as these are the key people we are trying to help.</p> <p>IW suggests we should do short sessions each month with a specific speaker/question, initially trying it out with finds group members only before rolling it out.</p>	Advice to be sought from <b>CB</b> about charges for this or whether it could work as a tea break
<b>4.</b>	<p><b>Advisory Council Feedback</b> EJ Solar Farm guidance discussed, wording needs to be clearer. Executive summary of three-year plan to create a relevant financially stable association. Communications need to be in a less complex language, they need feedback. Benefits of CIfA breakout rooms discussed networking and accreditation benefits. The membership are being encouraged to take control.</p>	
<b>CEO</b>	<b>NB</b> wants to capitalise on the interest people have in archaeology focussing four things, <b>Attract</b> new members to the institute, new careers and people outside of archaeology, <b>Develop</b> a better understanding, better career pathways technical knowledge, business and people skills, and ask the membership what they want <b>Assurance</b> standards and guidance for companies and members to differentiate	

Insert group logo here

	<p>ourselves from non-members and improve conditions <b>Influence</b> getting people to help to promote the institute and make it a vibrant member led community putting the membership in control</p> <p><b>IW</b> asks CifA will approve CPD workshops to gradually build a certification process through the institute <b>NB</b> agrees would like a CPD plan that has mandatory components and others that are elective, modelled like the OU on a modular system, need to organise the content we already have and make it more structured.</p> <p><b>RB</b> says we need to cost the modules so that they aren't prohibitive to members particularly early career members. <b>NB</b> mandatory modules should be free, career progression should be paid for, but costs should be sensible.</p> <p><b>IW</b> travel costs have become very high, this makes in person meetings hard, this doesn't help early careers with networking. Annual budget needs raising to facilitate a whole group meeting. <b>NB</b> says the institute makes less than it spends and these needs addressing, they are also looking at regional groups and sponsorship of sessions, working with other groups such as ICON etc to share knowledge.</p> <p><b>NB</b> keen to be approachable and invited to meetings with members, hopes to be transparent with membership. SIGS should do less admin and more events but this needs to be checked, members will need to vote to get any changes through.</p> <p><b>NB</b> individual chartered status needs introducing to translate expertise to others. <b>RB</b> this level is like our current MCifA how can we do more or will MCifA become the chartered <b>LR</b> ICON chartership does now have bonuses it would be good to see this with the CifA.</p>	
<p><b>5.</b></p>	<p><b>Group Documentation</b></p> <p><b>Knowledge Hub</b></p> <p><b>EJ</b> need to use Knowledge Hub, Teams is too hard to access, we can start discussions, store files (and use MEMES!!) and work on documents at the same time.</p> <p><b>New 3 year plan</b></p> <p><b>EJ</b> – plan is to be talked about later.</p> <p><b>Full membership survey plan</b></p> <p><b>EJ</b> gave results of AGM member survey with suggestions on data to collect</p> <p><b>Toolkit update</b></p> <p><b>PG</b> submitted the Roman Coin Toolkit update to HE. Funding has been deferred but explanation was unclear <b>EJ</b> disconnect between what we wanted to do and what they wanted to be done, HE will review our request and communicate what they would fund <b>RC</b> HE is waiting for CifA strategic approach to be confirmed to make sure our request is in line with the broader objectives.</p>	<p><b>CB</b> has set up group, <b>ALL</b> to send request to join group for <b>EJ</b> to approve.</p> <p><b>RC</b> to keep us updated</p>
<p><b>6.</b></p>	<p><b>Communications GK</b></p> <p><b>Comms proposal</b></p> <p>WhatsApp could be used but only weekdays and 9-5 no weekends or evenings. WhatsApp will keep all the conversations in one place and not on a computer. <b>RB</b> doesn't want it on her phone <b>BH</b> has separate phone for work so indifferent. <b>Proposal declined.</b></p>	

Insert group logo here

	<p>Facebook is a page not a group, needs to be a group so membership can interact with us and each other. This would mean that people could post and share things, network etc with a set of group rules that members must abide by. Open to the public not just ClfA members. <b>RB</b> worries that posts will not be appropriate, and we may need to restrict posts <b>RC</b> can make joining rules clear that identification is not accepted and if you do this you will be taken off of the group. <b>Proposal accepted.</b></p> <p>Instagram page firstly introducing the group committee members creating our identity. Young people tend to use Instagram so will attract a different demographic. Template on Knowledge Hub for Finds Friday so <b>GK</b> can post weekly. To make it look professional and be standardised. <b>Proposal accepted.</b></p> <p>Need to come up with aims and objectives <b>EJ</b> and <b>BH</b> happy for <b>GK</b> to do whatever she has capacity to do. <b>Updated website profiles</b></p>	<p><b>GK</b> to set up, monitor and see how it goes</p> <p><b>GK</b> to set up, with posts checked</p> <p><b>ALL</b> to add to Knowledge Hub</p>
7.	<p><b>ClfA conference session Mentoring</b> <b>RC</b> suggests a finds conference session as HE has money aside for early career specialists HE paying the mentor while the employer pays the mentee for their time, through a grant system. Need to find specialists and compile a list. The session could be a fringe event so they wouldn't have to pay to come to the whole ClfA conference, or it could be done as a separate event. <b>Accepted unanimously.</b></p>	<p><b>RC</b> to check if funding is this financial year. If it is, we will need to think of another session for conference</p>
8.	<p><b>Finds training update</b> <b>RB</b> to put spreadsheet on the Knowledge Hub and people to add to this within two weeks and she will then start sending out the letters. <b>EJ</b> says ClfA keen to help with this - Elizabeth Durst to be cc'd on emails <b>IW</b> has floated this idea with the Cornwall Archaeological Society</p>	<p><b>ALL</b> to update list <b>RB</b> to start sending letters out early November</p> <p><b>IW</b> to add to spreadsheet so it is all in one place</p>
9	<p><b>Development guidance for riverine contexts</b> <b>RB</b> email asking if Finds Group would be interested in helping and commenting on guidance</p>	<p><b>AT</b> will take this on <b>RB</b> to send email to cover this</p>
10	<p><b>Register of finds specialists</b> Postponed until <b>RC</b> is available.</p>	
11.	<p><b>AOB</b> None</p>	
12	<p><b>Date of next meeting and future events</b> Doodle poll for date in early December</p>	<p><b>BH</b> to send poll end October</p>