



**Finds Special Interest Group**

14 August 2024 10am

Online Teams

**Minutes**

**Present:** Emily Johnson (EJ, Chair), Bekky Hillman (BH Secretary), Rachel Cubitt (RC), Anna Tyacke (AT), Ruth Beveridge (RB), Cara Burton (CB)

<b>Agenda Point</b>		<b>Action (Initials)</b>
<b>1.</b>	<b>Apologies</b> Deborah Fox (DF), Laura Ratcliffe (LR), Imogen Woods (IW), Peter Guest (PG),	
<b>2.</b>	<b>Minutes of the Previous Meeting</b> Minutes were accepted without changes.	
<b>3.</b>	<p><b>Questions for survey and feedback survey</b></p> <p>All on mentimeter:  <b>EJ</b> has prepared questions for pre-event survey including current employment status, current job role, a section for conference expectations and a section for questions that people want to ask.</p> <p>Feedback survey questions for after the event including whether understanding in pottery studies has improved, whether career journey understanding has improved, what could be improved and anything they found particularly useful.</p> <p>Membership survey this year! It won't be ready for AGM, instead we can ask them for questions that they want us to ask them in the survey such as; future events that people would like, what do you want from the finds group, why did you join the finds group, what social media platforms do you use, do you go to the CIFA conference and what session you would like the finds group to put on.</p> <p>The questions for the survey will be sent to CB end November, to be put out in December and to close in January 2025.</p>	<p><b>EJ</b> to circulate questions for information, approved during meeting</p> <p><b>EJ</b> to upload Qs to mentimeter and send to Events.</p>
<b>4.</b>	<p><b>Review three year plan</b></p> <p>Add in meetings every two months not four times a year  add in sometimes on an ad-hoc basis  Tea breaks and newsletter to be once a year  Conference session taken out to be optional and based on whether we have a session that we think will be useful and attended-review in November meeting</p>	<b>EJ</b> to circulate updated plan

	New plan needs to be completed next year	
5.	<p><b>AOB</b> People requested to fill in the benchmarking survey that has been sent out by email.</p> <p><b>CB</b> Ellie has asked if the conference is just pottery based <b>EJ</b> confirms that is the case to cover prehistoric pottery through to post medieval.</p> <p><b>AT</b> asked <b>CB</b> what the CIFA stance was on leaving X (Twitter) and whether we should be associated with it</p>	<p><b>EJ</b> to update conference title and blurb, to help advertising</p> <p><b>CB</b> to check central CIFA stance on this and respond to <b>EJ</b> to relay to committee</p>
	<p><b>Date of next committee meeting and future events</b> September 17 AGM online</p>	