

ORDINARY MEETING – 16 January 2024 1:00 PM

Approved
MINUTES

Agenda Point	Action (Initials)
<p>1. Apologies Gary Duckers (Secretary & Group Rep), TA- Theodora Anastasiadou. Present MD - Michael D'Aprix (Chair), LO'C - Laura O'Connor (Treasurer), JI - Jessica Irwin, EK - Eileen Kerhouant, KG - Katie Green (Secretary), SP - Simon Parsons.</p>	<p>N/A</p>
<p>2 Introductions n/a</p>	
<p>3 Previous Minutes Approved. Action: KG to send to CifA.</p>	<p>KG</p>
<p>4 Matters Arising n/a</p>	
<p>5 Archaeologist's Guide to Good Practice (https://archgoodpractice.com/) a. General thoughts and comments. b. How it fits with CifA ecosystem and standards-guidance-toolkits. General discussion amongst committee about the resource. It was felt more time was needed to compile full comments. Feedback to be gathered in a Google Doc and sent back to the project team. Action: MD to share document with the committee after the meeting. Deadline for feedback 26 January 2024.</p>	<p>MD All</p>
<p>6 Competency Matrix: a. Discuss Notes on Matrix. b. CIFA want us to finalise a draft by end of January. MD reported that there might be a total overhaul of the Matrices. Committee decided to send CifA our current draft version with comments (once tidied up). Committee don't want to fully draft a new version if they will be totally overhauled. Action: All committee to re look at Matrix and make comments by the 26th of Jan. MD to tidy it up and then send it to CifA. KG to send an automated reminder for a few days before the 26.</p>	<p>All MD KG</p>
<p>7 Membership engagement: a. Social media: LinkedIn, Twitter etc. Discussed possible reduction in engagement on twitter a result of general decline in usage of Twitter from sector and a move to other services like Mastodon and Blue Sky. Hard to get engagement on social media when we have very little to post/advertise. Will still try to use social media as way of questioning membership while also asking CifA to send mini survey out by email. b. Conference/Event/Workshop Opportunities 2024 Discussed what topics we could hold a workshop on. Suggestions included: <ul style="list-style-type: none"> ● Setting up a database - practical how to session. ● Digital recording. </p>	

	<ul style="list-style-type: none"> ○ Possibly focusing on standards and outputs. ○ Possibly looking at an open source option. ○ Should also include international perspective. Could partner with International Practice SIG ● Technical/practical workshops on various open source software systems. ● Data management plans for archaeologists. <ul style="list-style-type: none"> ○ Could work with ADS and Dig Digital. Action: KG to approach ADS Communications and Training Manager and report back at the next meeting. <p>Further notes compiled in workshop ideas google doc.</p> <p>Committee still feels we need to know what our membership wants. Need a mini poll via social media and ClfA to ask. Action: LOC to draft questions based on social media ones and share with committee for comment by email by 26 Jan. MD or LoC to send to ClfA.</p> <p>Committee needs to start to think about ClfA Innovation festival now.</p>	<p>KG</p> <p>LOC LOC/MD</p>
8	<p>Dealing with ClfA:</p> <p style="padding-left: 20px;">a. GDPR</p> <p>MD reported on Groups Meeting. All groups experiencing the same issues in relation to GDPR and inability to communicate with membership, need for administration support for shared documentation folders and online meeting set up, and clarifying constitutional requirements. ClfA are working on the issues and are planning to set up a group's forum and idea hub, similar to HE's Knowledge Hub, possibly also reestablish the slack channel. In the meantime, we will have to work around the hurdles.</p>	
9	<p>Standing Items:</p> <p>1) Budget Update</p> <p>Application due at the end of Jan 2024. LOC already started the google doc now available in the Group Google Drive. Will apply for £800.00 and see what we get. Mainly focusing on banner and sending people to conferences to advertise the group. Action: LOC to submit to ClfA.</p> <p>No response from ClfA regarding banner order. Action: LOC to chase ClfA.</p> <p>2) Advisory Council Update n/a</p> <p>3) FISH/HEIRNET Update n/a</p>	<p>LOC</p> <p>LOC</p>
10	<p>AOB</p> <p>None raised</p>	
11	<p>Future Meetings</p> <p>Agreed to meet monthly to keep workshop and event planning momentum. Next meeting to be held the week starting 19th Feb 2024. Action: KG to send around a doodle poll.</p>	<p>KG</p>