

ORDINARY MEETING - October 23, 2024: 1:00 PM

MINUTES

	Agenda Point	Action (Initials)
1.	<p>Apologies GD- Gary Duckers (consultant member), SP - Simon Parsons (consultant member).</p> <p>Present LO'C - Laura O'Connor (Acting Chair, Treasurer) KG - Katie Green (Secretary) Jessica Irwin (Advisory Council & Group Rep) Lianne Birley (CIFA rep) EK - Eileen Kerhouant TA- Theodora Anastasiadou</p>	N/A
2	<p>Previous Minutes Approved. Action: KG to send to CIFA.</p>	KG
3	<p>Matters Arising</p> <ul style="list-style-type: none"> ● Michael D'Aprix stood down as Chair. ● LO'C volunteered to Chair the meeting until we have a new Chair. <p>a) AGM - how it will look?</p> <ul style="list-style-type: none"> ● ACTION: Everyone to complete Doodle Poll sent by LO'C. ● Suggestions of Menti metre style questions asked at beginning such as: <ul style="list-style-type: none"> ● What do you think IMSIG does? ● What do you think IMSIG should do? ● Followed by what we currently plan to do. Get people's ideas as well during this. ● DT would like to find out what is the crossover with archives - how many members are digital archivists and how many data managers, etc. ● LO'C would like to do a survey to create a roadmap for this year. ● EK would like to get a global perspective - get opinions from people working in other countries ● Polls?surveys - can be shared on LinkedIn. ● ACTION: LO'C to set up IMSIG LinkedIn. ● LB - suggested updating IMSIG background and aims section on CIFA website - ideally before AGM to check its what we actually want to do still. ● ACTION: Copy text and share with the group for comment. ● ACTION: Ask people for bios to go on the website. ● Meeting to conclude with nominations for new committee members. ● Team to meet for half an hour in early November to confirm agenda for AGM. ● ACTION: LO'C to send another Doodle poll for this and book a meeting once AGM data is confirmed. 	<p>ALL</p> <p>LO'C</p> <p>KG</p> <p>KG</p>

	<p>b) Cifa Innovation Festival follow up</p> <ul style="list-style-type: none"> ● Opportunity for IMSIG to take the lead for requested sector guidelines for information management. ● Discussing at festival that guidelines need to be set by industry. ● We need to campaign to get IT personnel involved in group. 	LO'C
4	<p>Competency Matrix</p> <p>Our comments were sent to CIFA. LB returned the most up to date version to LO'C.</p> <p>ACTION: LO'C to add Matrix to IMSIG Google drive.</p> <p>CIFA looking at formatting of all Matrix docs. IMSIGs updated version could go live soon prior to new format or it might wait for new styles.</p> <p>CIFA intend to add a question to the application to see if Matrix is being used.</p>	LC
5	<p>Conference/Event/Workshop Planning</p> <p>Decided that several 1 hour lunch time sessions might be best that take account of multiple ideas in ideas doc. Recent ADS DOI session very popular.</p> <p>Decided that the first event would be a Good Data Management Workshop hosted by ADS, and possibly in conjunction with Dig Ventures. It will be held over a lunch time period, be targeted at students.</p> <p>Action: KG to re approach ADS about best times and subjects.</p> <p>EK - Does CIFA have a list of archaeology departments we can send detail to.</p> <p>ACTION: LB to ask Anna W.</p> <p>Jl suggested reaching out to the Early Careers group.</p>	KG
6	<p>Standing Items:</p> <p>1) Budget Update</p> <ul style="list-style-type: none"> ● Awarded money to have in person to AGM but with the current status of the group we decided to hold the AGM remotely so this budget will just sit there till end of year. ● LO'C to resurrect the Banner project and white board for image ideas which we have a budget for. ACTION: LO'C to share white board and contact CIFA. ● IMSIG already have a logo. ACTION: LB to ask Cara to send us a high res version of our logo we can put in Google drive. <p>2) Advisory Council Update</p> <ul style="list-style-type: none"> ● Jl is now an official member but has not been to a meeting yet. ● LB provided update that the council's agenda is in a state of change. Previously it was set by actions that needed to be reported to the CIFA board. Now it will be led by councils 	<p>LOC</p> <p>LB</p>

	<p>priorities and what it identifies as important issues that CIFA need to work on. This is inline with CIFA's current focus on members.</p> <ul style="list-style-type: none"> • Next meeting has been set. ACTION: JI to check for invite. <p>3) FISH/HEIRNET Update</p> <ul style="list-style-type: none"> • Nothing to update 	<p>JI</p>
7	<p>Future Meetings LO'C to organise mini meeting in November to plan AGM.</p> <p>AGM - waiting for Doodle Poll results for date.</p> <p>Will set date for first 2024/25 Committee meeting (Dec/Jan) once AGM is set.</p>	
8	<p>AOB None raised</p>	