

ORDINARY MEETING –

January 23 2025: 1:00 PM, Online.

MINUTES

Agenda Point		Action (Initials)
1.	<p><b>Apologies for absence with statements reminder (standing item)</b></p> <p><b>Apologies</b>            CB - Cara Burton (CifA)            TA - Theodora Anastasiadou (ordinary member)</p> <p><b>Present</b>            LO’C - Laura O’Connor (Acting Chair, Treasurer)            KG - Katie Green (Secretary)            EK - Eileen Kerhouant (ordinary member)            SP - Simon Parsons (consultant member)            GD- Gary Duckers (consultant member),            JI - Jessica Irwin (Advisory Council &amp; Group Rep)            TC- Thomas Cromwell (ordinary member)</p> <p><b>Statements reminder</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CifA statement about dignity and respect</a></li> <li>● <a href="#">Competition law statement of compliance</a></li> </ul>	N/A
2	<p><b>Previous Minutes</b></p> <p>Previous minutes agreed.</p> <p><b>ACTION:</b> KG to send to CB</p>	KG
3	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>● <b>Train the Trainers CPD email.</b></li> </ul> <p>Kate Geary and her team have been discussing how key the Groups are to delivering an enhanced CPD offer for members. A priority for her team is sourcing or developing some 'train the trainer' sessions for our Group volunteers to help deliver formalised training.</p> <p>Committee agreed this would be a good thing to get involved with.</p> <p><b>ACTION:</b> LO’C will respond to email.</p> <ul style="list-style-type: none"> <li>● <b>ADS G2GP Data Protection</b></li> </ul> <p>As part of the <a href="#">TEtrARCHs: Transforming data re-use in ARChaeology</a> project looking at re-use of digital archives the ADS, UCL and MOLA are hoping to develop a ‘Guide to Good Practice for Data Protection’. This aims to address</p>	LO’C

	<p>the issue of digital archives losing the ‘people aspect’ because they are being removed from the digital archive due to Data Protection concerns. This is both a result of legitimate data protection issues and perceived issues due to lack of understanding of data protection. The guide will aim to provide good practice guidance on informed consent for projects so that the human aspect can still be included in the archive. The project only has 8 months until completion so we will be looking to run workshops with the community relatively soon. KG will share details of this with IMSIG as soon as she has them to get their input into the project.</p>	<p>KG</p>
4	<p><b>Standing Item: Advisory Council Feedback (if applicable)</b></p> <p>Jess couldn't attend the last meeting but minutes were provided to Jess. The meeting appeared to be mainly concerned with discussing the member surveys. Next meeting will be on March 5.</p>	<p>N/A</p>
5	<p><b>Standing Item: Groups Forum Feedback (if applicable)</b></p> <p>Not sure if these meetings are still happening. Jess will attend the group's drop in session next week to check and also see what it is about.</p>	<p>JI</p>
6	<p><b>Standing Item: Budget Update</b></p> <ul style="list-style-type: none"> <li>• <b>Budget submission</b></li> </ul> <p>The budget is due to be submitted in the next few weeks.</p> <p>For our Group it is just for travel and childcare costs to attend committee meeting at the conference, and meeting with CAA to discuss IMSIG day conference.</p> <p><b>ACTION:</b> All to let LO’C know if they will attend ClfA conference and committee meeting and need travel and/or childcare costs covering so she can estimate the budget needed.</p>	<p>LO’C</p> <p>ALL</p>
7	<p><b>Standing Item: Group Documentation (if applicable)</b></p> <p>What documentation do we need to submit other than the annual report and budget and 3-year plan? LO’C to review this with Cara in case we are missing anything.</p> <p><b>ACTION:</b> KG to share IMSIG google drive with Thomas.</p>	<p>LO’C</p> <p>KG</p>
8	<p><b>Standing Item: FISH/HEIRNET Update (if applicable)</b></p> <p>GD doesn’t attend anymore but will hear some stuff via my current role. KG will also be able to get some sort of update via ADS as well going forward.</p>	

	<p>Current FISH/HEIRNET news include:</p> <ul style="list-style-type: none"> <li>● Recent thesaurus update but it's not on heritage data yet.</li> <li>● No recent website updates.</li> </ul> <p>Discussion moved to a wider topic of standards. Discussed IMSIG publishing a list of recommended resources as part of IMSIG group page on CifA? Would be good to reiterate good practice even though there might be other pages on CIFA that reference them.</p> <p><b>ACTION:</b> LO'C to ask Cara.</p> <p><b>ACTION:</b> KG to set up google doc and share it with the team.</p>	<p>LO'C</p> <p>KG</p>
<p>9</p>	<p><b>Standing Item: Communications</b></p> <ul style="list-style-type: none"> <li>● BlueSky Update <b>SP</b></li> </ul> <p>We now have an account using archaeologists.net (equivalent of X blue tick).</p> <p>LO'C suggested we might need a social media strategy specifically for our group which we can discuss at the next meeting. Also to discuss closing the X account at the next meeting. <b>ACTION:</b> KG to add to next agenda.</p> <ul style="list-style-type: none"> <li>● Images for banner <b>LO'C</b></li> </ul> <p>Still need images. <b>ACTION:</b> All to provide 1-2 image by 7th of Feb to Miro board.</p> <ul style="list-style-type: none"> <li>● Images and bios for updated website <b>LO'C</b></li> </ul> <p>We still need bios for our committee members. See Examples from <a href="#">Archives group</a>. Images also to be included.</p> <p><b>ACTION:</b> All to provide bios and an image by Feb 7 to Cara.</p>	<p>KG</p> <p>ALL</p> <p>ALL</p>
<p>10</p>	<p><b>Competency Matrix - updates if any</b></p> <p><b>ACTION:</b> LO'C to ask Cara if there's anything we need to do</p>	<p>LO'C</p>
<p>11</p>	<p><b>Conference/Event/Workshops</b></p> <ul style="list-style-type: none"> <li>● CifA Annual Conference 30 April and 1 May 2025. Who would like to attend? Plan is for IMSIG to co-host a session with CAA and also have an information table set up with a new banner (hopefully!) <b>LO'C</b></li> </ul> <p>See action above in the budget about letting LO'C know if attending CifA 2025.</p> <ul style="list-style-type: none"> <li>● CifA's An Intro to 'X' Specialism Series <b>CB</b></li> </ul>	<p>ALL</p>

	<ul style="list-style-type: none"> <li>Workshops</li> </ul> <p>In AGM member preferences were for webinars and tea breaks. Committee discussed what these could be. LO'C suggested Peter Hinton from HES - could do a webinar on his project about colour accessibility in maps. <b>ACTION:</b> LO'C to arrange with Peter for early March if possible?</p> <p>ADS could do one mini lunch time thing on ORCID IDS ad DOIs.</p> <p>ADS could also do general one on Data Management or Metadata. <b>ACTION:</b> KG to liaise with Nicky Garland.</p> <p>Thomas has co run a number of tea breaks. Tend to do 2-3 speakers then a panel discussion which went down well. TC happy to facilitate one.</p> <p>Ideally we want a schedule of events by next meeting.</p>	<p>LO'C</p> <p>KG</p> <p>ALL</p>
<p>12</p>	<p><b>AOB</b></p> <p>No other business raised.</p>	<p>N/A</p>
<p>13</p>	<p><b>Date of next committee meeting and future events</b></p> <p>Week commencing 24th Feb. <b>ACTION:</b> KG to send Doodle Poll.</p>	<p>N/A</p> <p>KG</p>