

ORDINARY MEETING - February 25th 2025: 1:00 PM, Online.

Draft MINUTES

Agenda Point	Action (Initials)
<p>1. Apologies for absence with statements reminder (standing item)</p> <p>Present CB - Cara Burton (CIFA rep) LO'C - Laura O'Connor (Chair) KG - Katie Green (Secretary) JI - Jessica Irwin (Advisory Council & Group Rep) SP - Simon Parsons (consultant member) EK - Eileen Kerhouant (ordinary member) GD- Gary Duckers (consultant member), TA - Theodora Anastasiadou (ordinary member) TC- Thomas Cromwell (ordinary member)</p> <p>Statements reminder</p> <ul style="list-style-type: none"> • Cifa statement about dignity and respect • Competition law statement of compliance 	N/A
<p>2 Previous Minutes</p> <p>Previous minutes agreed.</p> <p>ACTION: KG to send to Cara Burton after next meeting.</p>	KG
<p>3 Matters Arising</p> <ul style="list-style-type: none"> • New Vice Chair position CB <p>Treasurer position has become a bit redundant so the CIFA board has agreed it should become a Vice Chair position.</p> <p>Committee agreed for this to be Katie Green.</p> <p>Secretary position now open. Until it is filled Katie and Laura will take on the activities of this role.</p> <p>Eileen could be our student rep.</p> <p>ACTION: To advertise secretary position alongside vacant OCM.</p>	LO'C
<p>4 Standing Item: Advisory Council Feedback (if applicable)</p> <p>Meeting not till next week. No current feedback.</p>	N/A
<p>5 Standing Item: Groups Forum Feedback (if applicable)</p> <p>Groups Forum on indefinite hiatus.</p>	

	ACTION: Remove from standing agenda.	
6	Standing Item: Budget Update Budget submitted and £600.00 received to cover in person meeting.	
7	Standing Item: Group Documentation (if applicable) No documentation to report back on this time. Reporting due over the summer.	
8	Standing Item: FISH/HEIRNET Update (if applicable) No news to report. A meeting is upcoming.	
9	Standing Item: Communications <ul style="list-style-type: none"> • X Update LO'C <p>Should we shut down the X account. Committee agreed to shutting the account down.</p> <p>ACTION: LO'C to shut down X account.</p> <ul style="list-style-type: none"> • Images for banner LO'C <p>Still need images. Dora suggested a Photo competition for members. Cara to check if we can do a voucher as a prize.</p> <p>ACTION: All to provide 1-2 image by 7th of Feb to Miro board.</p> <ul style="list-style-type: none"> • Images and bios for updated website LO'C <p>CB received Bios from everyone.</p> <p>ACTION: Team to check when new site goes live. CB to tell us when it's live.</p> <ul style="list-style-type: none"> • Resources page still needs updating. <p>ACTION: ALL to Add links to resources document.</p>	<p>LO'C</p> <p>ALL</p> <p>ALL</p>
10	Intro to 'X' Specialism Series - CB <p>1-1.30 online informal session. Ideally each group will hold one and it will be filmed. It would cover the good, the bad and the ugly about a specialism, all the pitfalls and problems. The session could be one person or a group of people. CIFA aim to launch in April.</p> <p>The committee discussed what is a career in Information Management?</p> <p>Thomas - not a career in information management rather its how our roles have info management in them.</p>	LO'C

	<p>Dora - could we collate a video with our career paths ?</p> <p>Simon - We're a bit of a Venn diagram, aren't we?</p> <p>Aim that we say everyone is Information management.</p> <p>Committee happy to take part but time is an issue for many on the team.</p> <p>Cara suggested mini interviews that are recorded. CIFA could ask the same question to us all.</p> <p>Katie offered ADS staff input. Maybe blogs/case studies.</p> <p>ACTION: Eileen to think about questions. LO'C to put together a schedule/strategy.</p>	<p>EK LO'C</p>
	<p>Train the Trainer - Kate Geary</p> <p>Committee provided congratulations to Kate for new role as Interim co-CEO.</p> <p>Train the Trainer is part of the new 3 year plan - expanding training and CPD offer from ClfA with input from members.</p> <p>Currently ClfA just want to make the committee aware of new initiative. Not asking for time from the group to provide any training at this stage but may be in future years.</p> <p>One purpose of the initiative is to help groups to structure their own learning opportunities and make sure people providing CPD know how to deliver it, how to set training objectives etc.</p> <p>How can they help us? In all sorts of ways but content delivery primarily.</p> <p>Committee supportive of the initiative.</p> <p>First step is for Kate to find out how many people are interested in the various groups who might like to take part in a session. Then a session will be arranged within the next six months, it might run more than once depending on demand.</p> <p>Also they want to know if there are any ways they can add value/ visibility for training that is already happening.</p> <p>Contact kate.geary@archaeologists.net</p> <p>ACTION: Laura send out a poll.</p>	<p>LO'C</p>
	<p>Conference/Event/Workshops</p> <ul style="list-style-type: none"> Schedule of events - digital tea breaks (series name!), speakers. 	

	<ul style="list-style-type: none"> ○ Laura has already arranged a slot for Peter May (HES), Stuart Jeffreys (Glasgow), Graeme Cavers (AOC) ○ Nicky Garland (ADS) data TBC, but agreed to one probably in September 2025. ○ Suggestions include: Chris Cox, Lesley Davidson. ACTION: send any other suggestions to LO'C. ○ Name suggestions. ACTION: LO'C to add a poll. <p>DigiTea</p> <p>Bytes and Brew</p> <p>Arch-ITea</p> <ul style="list-style-type: none"> ● CIFA 2025 conference <p>Laura spoke with Lawrence Fox, Chair of CAA UK, and unfortunately while the CIFA 2025 conference proposal was accepted, he felt the time allowed by CIFA (1.5hr) was too short so they rejected it.</p> <ul style="list-style-type: none"> ● One day IMSIG conference maybe in November suggested ● Perhaps host a session at an innovation festival. 06-10 October 2025. To discuss at next meeting. 	<p>ALL</p> <p>LO'C</p>
12	<p>AOB</p> <p>No other business was raised.</p>	N/A
13	<p>Date of next committee meeting and future events</p> <p>Suggested week commencing 21st April. ACTON: Send Doodle Poll.</p>	<p>N/A</p> <p>KG/LO'C</p>