

ORDINARY MEETING

MAY 1 2025, 1:00 PM, Online.

MINUTES

	Agenda Point	Action (Initials)
1.	<p>Apologies for absence with statements reminder (standing item)</p> <p>Present LO'C - Laura O'Connor (Chair) EK - Eileen Kerhouant (ordinary member/Student Rep) SP - Simon Parsons (consultant member) GD- Gary Duckers (consultant member),</p> <p>Apologies CB - Cara Burton (CIFA rep) KG - Katie Green (Secretary) JI - Jessica Irwin (Advisory Council & Group Rep) TA - Theodora Anastasiadou (ordinary member) TC- Thomas Cromwell (ordinary member)</p> <p>Statements reminder CIfA statement about dignity and respect Competition law statement of compliance</p>	
2	<p>Previous Minutes</p> <p>Previous minutes agreed.</p> <p>ACTION: LOC to send to Cara Burton after next meeting.</p>	LO'C
3	<p>Matters Arising</p> <p>Information Management Standards Technical Series</p> <p>At our AGM in December, IMSIG members identified Industry Standards as one of our top priorities for the year. To fulfil this objective, IMSIG needs to become more visible in leading the development, advocacy and promotion of information management standards within the heritage sector.</p> <p>To achieve this, we can begin by reviewing existing standards to assess their fitness for purpose. One initiative we are currently exploring is the potential development of a series of technical talks based on CIfA's <i>Toolkit for Managing Digital Data (Dig Digital)</i>, which is freely available at https://www.archaeologists.net/work/toolkits/dig-digital/introduction.</p> <p>Following a discussion with Jen Parker Wooding at CIfA, LO'C is pleased to report that CIfA is supportive of this approach and is exploring formal funding to help IMSIG deliver the series.</p>	

	<p>This may include resourcing workshop facilitators, hosting technical talks, and collecting feedback to inform future updates to the guidance - potentially covering topics such as AI and ethical information management aligned with GDPR principles. The Committee agreed to support this initiative. If funding is obtained, it is envisioned to begin this series in late 2025</p> <p>ACTION: LOC to finalise draft of proposal for submission to CIFA</p>	LO'C
4	<p>Standing Item: Advisory Council Feedback (if applicable)</p> <p>JI was not present at the meeting to provide an update. Will add to agenda for next meeting.</p>	
5	<p>Standing Item: Groups Forum Feedback (if applicable)</p> <p>Groups Forum on indefinite hiatus.</p> <p>ACTION: LO'C to remove from standing agenda.</p>	
6	<p>Standing Item: Budget Update</p> <p>Budget submitted and £600.00 received to cover in person meeting. No IMSIG meeting took place at CIFA 2025. Will explore this for CIFA 2026 once venue is confirmed.</p>	
7	<p>Standing Item: Group Documentation (if applicable)</p> <p>No documentation to report back on this time. Reporting due over the summer.</p>	
8	<p>Standing Item: FISH/HEIRNET Update (if applicable)</p> <p>No news to report. A meeting is upcoming.</p>	
9	<p>Standing Item: Communications</p> <p>X Update LO'C</p> <p>The X account is scheduled to be closed. LOC requires GD's assistance, as the original account holder, to obtain the necessary verification code. They will work to resolve this by the end of May.</p> <p>ACTION: LO'C to meet with GD to finalise account closure</p> <p>Photo competition LO'C</p> <p>The IMSIG Photo Competition ran throughout April, with the deadline extended to 1st May. The prize offered was a £25 CPD voucher and inclusion of the winning image on the IMSIG banner.</p> <p>Additional images are still needed for the banner—between three and five in total. Possible submissions could include archival images or examples of technology in use across the heritage sector.</p>	LO'C

	<p>ACTION: All to provide 1-2 image by 31st of May to <u>Miro board</u>.</p> <p>IMSIG Website</p> <p>Resources page still needs updating.</p> <p>LO'C has sent link to IMSIG LinkedIn page to CB for inclusion on IMSIG website.</p> <p>ACTION: ALL to Add links to resources document.</p>	<p>ALL</p> <p>ALL</p>
10	<p>Conference/Event/Workshops</p> <p>Schedule of events</p> <p><u>DigiTea</u> was selected by the committee as the name of the series. First talk will be given on 20th May by Peter McKeague (HES).</p> <p>Laura has already arranged slots for Tom Flynn (Digital Heritage Consultancy), Rebecca Bennett (PTS Consultancy) and Graeme Cavers (AOC)</p> <p>Nicky Garland (ADS) data TBC, but agreed to one in July 2025.</p> <p>Previous suggestions include: Chris Cox, Lesley Davidson. Lesley Davidson has provisionally agreed for 2026. Other suggestions made at the meeting were Patricia Murrieta-Flores and Daniel Pett.</p> <p>LOC met with Julian Richards at the RICHES workshop ahead of his talk on the new Heritage Science Data Service and suggested that he engage with IMSIG members. He was happy to do so and expressed interest in the idea. LOC will speak with KG to arrange this.</p> <p>ACTION: send any other suggestions to LO'C.</p> <p>LO'C to email suggested speakers and work with KG to confirm Julian Richards talk.</p> <p>CIFA 2025 conference</p> <p>Two IMSIG committee members, KG and TC, attended this year's conference in Birmingham. The committee looks forward to their report at the next meeting.</p> <p>Innovation Festival</p> <p>IMSIG is exploring the possibility of hosting a session at the Innovation Festival. LOC has spoken with CB and Jen Parker Wooding who are currently discussing this internally within Cifa. One potential session theme IMSIG could lead is AI in Heritage eg Heritage and AI: Navigating a Changing Landscape.</p> <p>ACTION:</p> <p>LOC to continue discussions with CIFA</p> <p>Committee to forward heritage AI potential speakers to LOC to explore</p>	<p>ALL</p> <p>LO'C</p> <p>LO'C</p> <p>ALL</p>

11	<p>AOB</p> <p>Intro to 'X' Specialism Series - CB</p> <p>IMSIG will be supporting the <i>Intro to 'X' Specialism</i> series with an informal online session (1 - 1.5 hours approx), highlighting how information management is embedded in all our roles and how it underpins work across the heritage sector. The session will include short interviews, each using the same set of questions to share different perspectives.</p> <p>ACTION:</p> <p>KG to explore ADS staff blogs/case studies</p> <p>EK to draft questions for committee to review</p> <p>LO'C to put together a schedule/strategy and work with CB to arrange</p> <p>Train the Trainer - Kate Geary</p> <p>IMSIG to support the Train the Trainer initiative, a 3 year plan to expand training and CPD offering from CIfA.</p> <p>Initiative is currently in planning stages. CIfA are gathering numbers of interested members to participate in training.</p> <p>ACTION:</p> <p>If committee members are interested or have ideas on how CIfA could add value/visibility for training already happening, email Kate Geary at kate.geary@archaeologists.net</p>	<p>KG</p> <p>EK</p> <p>LOC/CB</p> <p>ALL</p>
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