

Committee Meeting: Tuesday 13 May 2025 12:00-15:00

In-person - Albion Archaeology, St Mary's Church, St Mary's Street, Bedford MK42 0AS

and online – Microsoft Teams

Minutes

Present: Theodora Anastasiadou (Chair), Jason Cumberworth, Katherine Hamilton, David Ingram, Jess Irwin, Helen Parslow (Vice-Chair), Samantha Paul, Victoria Sands (Secretary), Jasmine Tomys, Kerry Whitehouse

Agenda Point		Action (Initials)
1	Apologies for absence <ul style="list-style-type: none"> • KG 	
2	Minutes of the previous meeting <ul style="list-style-type: none"> • all happy with previous meeting minutes. 	
3	<p>Matters arising</p> <p>3.1 Short overview of last meeting</p> <ul style="list-style-type: none"> • discussed in-person May meeting • discussed AAG conference in September <p>3.2 AAG conference, 25 September 2025</p> <ul style="list-style-type: none"> • venue booked – Chester Farm with silver food package (the same as we did last year) <ul style="list-style-type: none"> ○ all happy with venue last year although wanted to make sure that the water was refilled in the afternoon. DI will send feedback to the venue ○ agreed a 1.5-hour lunch would be appropriate with potentially another tour of the stores (if the venue were happy to provide this) as this was an excellent addition last year • discussed potential topics for conference. Agreed topic of conference - to look at the last 25 years (2000-2025) and how things have changed in the archiving sector. <ul style="list-style-type: none"> ○ discussed that SMA conference in November is ‘50 years of SMA’ which we agreed was different enough to what we were doing. Although committee members that work closely with SMA (possibly JC?) could communicate our conference with the SMA so that they are in the know. ○ HP agreed to conduct the first session talking about 25 years AAG ○ TA suggested that we focus last session of the day on looking forward, focusing on what’s next. ○ SP suggested panel discussing the ToT issue with practical examples and different stances. VS will add to the call for papers. ○ TA suggested that a legal representative – potentially a ClfA lawyer – might be an interesting addition to this panel. A previous PhD student that studied ToTs could also be a great addition. TA will contact Lianne and the student to ask about this. ○ VS will send out call for papers to committee 14 May to comment by 16 May so that it can be sent out early the following week. ○ Call for Papers will close 16 June (with possibility of extension) • discussed the option of having this conference as hybrid but committee felt that they did not have the technological equipment/ability for this. Agreed that recording the sessions and putting them online soon after would be a good idea. <ul style="list-style-type: none"> ○ VS will contact Cara at ClfA to ask if there is a microphone that they could lend us for the conference, or enough budget for us to buy one. VS will also 	<div>DI</div> <div>JC</div> <div>HP</div> <div>VS</div>

	<p>ask what support ClfA can give us for the conference – any support with filming/hybridising the conference?</p> <ul style="list-style-type: none"> VS raised that Cara at ClfA had sent a template of a MS Forms that they are using to receive submissions for papers. Committee agreed that we could use this. VS will contact Cara. <ul style="list-style-type: none"> DI agreed to consolidate the applications and put forth to the committee so that decisions can be made. agreed that ticket application should include form with tick box for whether they would like to receive a tour, so that we can ascertain numbers. VS will contact Cara. 	<p>VS</p> <p>DI</p> <p>VS</p>
4	<p>Advisory Council feedback</p> <ul style="list-style-type: none"> Jl is the Advisory Council rep for IMSIG. SP is the Advisory Council rep for AAG both attended last meeting, there is another one coming up later this week last meeting was mostly about membership and new committees being set up 	
5	<p>Group documentation</p> <p>5.1 Chair's report TA</p> <ul style="list-style-type: none"> TA thanked all for their recent support. TA suggested that we add a summary and links to relevant reports (eg AAF, HE) to our AAG webpage as these are difficult to find and would be good to centralise them. SP agreed to send these to VS to put onto webpage. TA also voiced that following the conference and survey results, the AAG would be able to advocate for more archiving and make our position clear of current issues. <p>5.2 Vice-Chair's report HP</p> <ul style="list-style-type: none"> ClfA have changed the way that the money works as groups do not receive a specific 'budget' anymore. Groups apply to ClfA for the money, and they can grant/decline <p>5.2.1 Group Survey Results HP/VS</p> <ul style="list-style-type: none"> VS compiled a report on the survey (taken 2023) based on data provided from ClfA. the results were interesting, providing an insight into demographic of our group, their responsibilities, and their opinions on what they wanted the AAG to focus upon going forward. <ul style="list-style-type: none"> committee agreed that the last two questions (that focused upon what our group wanted from the AAG committee) should be converted into a shorter report which will include how the AAG have been doing aspects of this since 2023 and what we are doing to tackle the other items going forward. VS will send around her report of the survey results. All committee will read and a committee member will volunteer to convert this into a shorter report that can be shared amongst the wider AAG group and possible in the ClfA magazine. <p>5.2.2 Next survey idea – (for new professionals TA)</p> <ul style="list-style-type: none"> for new professionals - put forth by TA at a previous meeting VS suggested that the last survey still needs some work, so to revisit the next survey after the conference in September <p>5.3 Secretary's report VS</p> <ul style="list-style-type: none"> Discussion about committee members finishing their term. <ul style="list-style-type: none"> HP finishing second term so Vice Chair position will be open VS, Jl, KW, SP finishing first term so Secretary and three ordinary positions HP and VS will be stepping down from committee (HP finishing six years). Committee members were encouraged to voice if they were interested in Vice Chair or Secretary positions. VS will contact Cara at ClfA to discuss what we need to do to advertise these positions and what committee members need to do if they want to renew their position 	<p>SP VS</p> <p>VS ALL</p> <p>ALL</p> <p>VS</p>

	<p>5.3.1 3-year plan VS</p> <ul style="list-style-type: none"> needs updating. It is available on ClfA AAG website. Everyone to have a look and contact VS with any additions. 	VS
6	<p>Communications</p> <p>6.1 Group's social media, email, webpage etc</p> <ul style="list-style-type: none"> no new emails already discussed webpage had some problems with passwords - VS to resend these to JT. discussed that we need to be using social media more discussion about whether AAG should be moving away from Twitter to a platform like Bluesky or LinkedIn. Committee agreed this would be a good idea. Committee to consider whether they could take responsibility for this, and for co-ordinating social media. 	<p>VS</p> <p>ALL</p>
7	<p>Representation to ClfA governance and in all ClfA activities</p> <p>7.1 AAG teabreak</p> <ul style="list-style-type: none"> The survey raised that many members were interested in training, in particular 'practical training'. The committee had a lengthy discussion about ways that we could offer this and came up with the following suggestions <ul style="list-style-type: none"> AAG committee taking part in ClfA's Knowledge Hub (an online Q&A). Here are the links to the ClfA presentations regarding starting to use Knowledge Hub - Making the most of KnowledgeHub - presentation & Making the most of KnowledgeHub - Q&A. AAG do have an AAG folder as part of the interest group section already but it doesn't currently have any content. offering a Q&A day on the AAG Facebook page online, practical training session series (run via Zoom/Teams as a teabreak - back to basics. Themes such as packing bulk finds, packing small finds, packing paperwork, OASIS etc. The committee are asked to think about this idea and what types of sessions they could contribute to this so that we can come up with a list/series of sessions with plans to put this into place after the next conference. we decided to run a Q&A day on our Facebook page in future <p>7.2 ClfA2025 conference – April</p> <ul style="list-style-type: none"> HP and SP attended. There was a good session on archiving. 	<p>VS</p> <p>ALL</p>
8	<p>Focus on issues of standards, best practice, advocacy and access</p> <p>8.1 OASIS V Project Management Board update JI</p> <ul style="list-style-type: none"> keywords to deploy within the next financial year – high priority but no date yet OASIS Jersey operational (deployed Feb 2025) update to website to make it more accessible and improve use via small screens rewilding project due for completion April 2026 – also aiming to deploy modules new function for admins to give access to OASIS record to external organisation or specialist to input new feature O2 and O4 users can now decline a report issue of reports stuck in the system – notify the helpdesk and they can prioritise projects as needed issue of updates not being transferred and synced to the library. Tim Evans is looking into this and will feed back at the next meeting (October) increasing number of higher education students requesting to register in order to view reports in OASIS. Discussion regarding misunderstanding of the 'ecosystem' eg report viewing should be done via ADS Library. Need for comms package and support from community eg SIGs to raise awareness. IMSIG running lunch time talk with ADS about this. Manchester & Durham HER have changed from Lite to Standard users Church of England is now a reviewer. Any property that intersects will come up as an additional reviewer option OASIS Scotland tracking treasure trove possibility 	

	<ul style="list-style-type: none"> • metadata from Archwilio being transferred to the ADS library. Really positive and provides increased accessibility and interoperability of information • plans to promote the value of OASIS and look at updating training resources <p>8.2 ADS Consultation to better understand the impact of GDPR on how archaeological data is now managed in the UK (11 April 2025)</p> <ul style="list-style-type: none"> • many AAG committee members attend it and found it really interesting and useful • discussed how GDPR impacts archives, for example if you upload an archive with pictures of archaeologists you need to receive their consent for this. If they withdraw their consent then the whole archive may be taken down as it does not comply with GDPR guidelines. 	
9	Any other business (AOB) N/A	
10	Date of next committee meeting and future events Late July 2025 online. VS to send DoodlePoll	VS