

Committee Meeting - 17 November 2025, 12:00-13:00

Online – Microsoft Teams

Minutes

1	Apologies for absence with statements reminder
	<ul style="list-style-type: none"> - ClfA statement about dignity and respect - Competition law statement of compliance - Absent: Jasmine (JT) - Attending: Andrew (AM), Charlotte (CS), Dora (TA), Jess (JI), Jay (JC), Katie (KG), Kerry (KW), Sophie (SE)
2	Minutes of the previous meeting – approved by all and sent to ClfA in October.
3	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Post-Event Review and Venue feedback following AAG conference (TA) <ol style="list-style-type: none"> a. Accessibility Concerns and Repeat venue concerns - suggestion of location rotation to promote inclusivity. But overall reports that teams benefited from the event, especially in terms of networking opportunities for early career starters. Also discussed ongoing current issues and plans on how to move forward. 2. Feedback on recent SMA conference in Liverpool (CS/JI) <ol style="list-style-type: none"> a. JI – Very busy conference with numerous sessions and networking opportunities, particularly good tour of Treasure exhibition. Including a lovely presentation by Helen Parslow, ‘It is no longer about the box sizes’. b. CS – Conference focused on the human aspects of archaeology, seeing an increased need to capture the humans uncovering the archaeology. <ol style="list-style-type: none"> i. Discussions on issues of GDPR 3. Update on HE’s Finds Ownership (TA) <ol style="list-style-type: none"> a. Communication on going with HE FAAP team b. No trial completed by member of committee yet (KW) c. General further clarification needed (JC) d. Work more closely with AAF and HE in the upcoming year (TA) e. Clarity on storage of landowner data / GDPR needed (AM/KG) f. Further feedback to HE and removal of ‘legal’ language (CS) 4. Suggestion to increase AAG scope by inviting archives colleagues in the capacity of advisors from Scotland and Northern Ireland. Request for NI contacts to be shared (TA) – no objections raised.
4	<p>Group documentation</p> <ol style="list-style-type: none"> 1. Chair’s report: Feedback on 2023 Pilot Survey and looking ahead to 2026 survey (TA) <ul style="list-style-type: none"> o 2023 Pilot Survey to be sent to newer committee members for review prior to website publication

	<ul style="list-style-type: none"> ○ Title of 2026 survey to be discussed by email ○ Focus of 2026 survey: suggestion of a focus on digital archive officer roles <ol style="list-style-type: none"> 2. New member introductions (Vice Chair – AM. Secretary – CS. New OCM member - SE) 3. Motion for each member of the OCM to have a specific area of responsibility for them to report back on - No objections. 4. Request for volunteer to run Social Media pages – KW accepted. 5. Roles to be summarised and possibly made available on our ClfA page – no objections 6. ClfA to confirm whether LinkedIn profiles can be added to our ClfA page (TA)
5	<p>Communications: Group’s social media, email, webpage etc –</p> <ol style="list-style-type: none"> 1. No new emails reported since 01/10. 2. Webpage success (see email from CB, 18/10/25 – 83 views on 02/10/25)
6	<p>Representation to ClfA governance and in all ClfA activities?</p> <ol style="list-style-type: none"> 1. AC and Groups Forum - Summary of October/November communications from ClfA IM group / Advisory Council given. Including ideas generated by work being completed by other groups and discussions on ClfA grades (KG, JI, TA) 2. Discussion on 2026 activities outside ClfA annual in April – email to be sent for discussions (TA)
7	<p>Any other business (AOB)</p> <p>Discussion on response to Digger’s Forum questionnaire - Summary of group responses to Diggers Forum to be sent round for feedback (CS)</p>
8	<p>Date of next committee meeting and future events</p> <p>Feb 2026 – from previous poll, Mondays and Tuesdays still work best for all. Actual date TBC (CS)</p>