

**INFORMATION MANAGEMENT GROUP**

Annual General Meeting – 15 December 2025

1:00 PM

Online: Teams

**MINUTES**

<b>Agenda Point</b>		<b>Action (Initials)</b>
<b>1</b>	<p>Welcome and Opening</p> <p><b>Attendance numbers:</b></p> <p><b>Committee Present</b>            LO’C - Laura O’Connor (Chair)            JI - Jessica Irwin (Advisory Council &amp; Group Rep)            TA - Theodora Anastasiadou (Ordinary Member)            CB - Cara Burton (CIFA rep)            TC- Thomas Cromwell (ordinary member)            EK - Eileen Kerhouant (ordinary member/Student Rep)            SP - Simon Parsons (consultant member)            GD- Gary Duckers (consultant member)            TB - Tanya Brown (social media volunteer)</p> <p><b>Apologies</b>            KG - Katie Green (Vice Chair)</p>	<b>N/A</b>
<b>2</b>	<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>	
<b>3</b>	<p><b>Previous Minutes</b></p> <p>Previous minutes agreed.</p> <p><b>ACTION:</b> KG to send to CB after the next meeting.</p>	<b>KG</b>
<b>4</b>	<p><b>Reports</b></p> <p><b>Chair’s Report</b>            LO’C gave summary about IMSIG activities over the last 12 months, including talk series, The Archaeologist magazine takeover, Innovation Festival session and plans for the CifA conference in Edinburgh is 2026.</p> <p><b>Financial Report</b>            There have been a couple of non-member signups for November &amp; January DigITea talks where they pay £5 to attend a standalone session, meaning total income from talks is now £100!            Total income from non-member signups to join IMSIG for 1 year at £15 annually is now at £45.            Total £145 for the year</p>	

## Membership Report

Current IMSIG member numbers are:

Group	MCifA	ACifA	PCifA	Affiliate	Student	Non members	Total
IMSIG	235	101	94	50	23	3	<b>506</b>

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### Matters Arising

#### 1) Previous Action Items

None

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### Elections

Current vacant positions include Secretary & 1 ordinary committee member position to support the activities & administration of the group. We encourage anyone interested in either position to reach out to [groups@archaeologists.net](mailto:groups@archaeologists.net)

We welcome Tanya Brown, the newest member of the committee who joins us as an OCM to support with social media.

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### Strategic Updates

#### 1) Key Achievements and Challenges

##### AI Innovation Festival

IMSIG held a day's session at Innovation Festival 2025 – '*AI and its use in practice*'. The session was the most popular of the week and there were some great speakers and discussions. We hope to develop guidance as a result of the content of this session.

##### The Archaeologist Magazine edition TA127

This edition is a themed Information management takeover edition to explore the subject of information management in heritage; an umbrella term encompassing a vast range of activities from the relatively mundane to extremely complex. Our takeover edition will be arriving to the members in February 2026 either digitally or a printed copy.

##### DigITea Talk series

We have held record breaking talks this year, and have been joined by a huge range of speakers. You can catch up on recordings of the sessions on the [Information Management YouTube playlist](#).

- **Future Plans and Priorities**

	<p>Our focus for 2026 - as requested by our members at our December 2024 AGM will be:</p> <ul style="list-style-type: none"> <li>● <b>Leading on Industry Standards for Heritage</b> <p>IMSIG aims to take the lead in helping to shape and establish information management standards for the heritage sector. This will be done via review of existing standards including CifA Dig Digital Toolkit with input and support from ADS</p> <p>Produce Guiding Principles on the use of AI in heritage</p> </li> <li>● <b>Training and Outreach</b> <p>Focused efforts to enhance awareness and promote development and skills in information management</p> <p>Continuing the successful DigITea series.</p> <p>We are also exploring IM drop-in/SOS sessions to help provide technical skills to CifA members e.g. data naming, file structuring, data management plans etc</p> <p>Session proposal submitted for CifA 2026</p> </li> <li>● <b>Survey and Report</b> <p>Surveying members to evaluate information management roles and the use of technology</p> <p>Comparing findings with 2015 data</p> <p>Publishing a comprehensive report</p> </li> </ul>	
<p><b>8</b></p>	<p><b>Members Questions</b></p> <p><b>1) Open Floor for Q&amp;A</b></p> <p>The floor was opened to members to ask questions about the group. There were a few people interested in joining as committee members but no one was able to commit at that point. We encourage everyone to consider joining us!</p>	
<p><b>9</b></p>	<p><b>Closing</b></p> <p>Quiz held by LO'C to end the session - <a href="#">Goth or Moth?   quiz</a></p> <p>Date for the next AGM will be December 2026.</p>	