

INFORMATION MANAGEMENT GROUP

Committee meeting – 5 December 2026

1:00 PM

Online: Teams

MINUTES

Agenda Point		Action (Initials)
<p>1.</p>	<p>Apologies for absence with statements reminder (standing item)</p> <p>Present LO’C - Laura O’Connor (Chair) JI - Jessica Irwin (Advisory Council & Group Rep) TA - Theodora Anastasiadou (Ordinary Member) CB - Cara Burton (CIFA rep) KG - Katie Green (Vice Chair) TC- Thomas Cromwell (ordinary member) EK - Eileen Kerhouant (ordinary member/Student Rep) SP - Simon Parsons (consultant member)</p> <p>Apologies</p> <p>GD- Gary Duckers (consultant member) TB - Tanya Brown (social media volunteer)</p> <p>Statements reminder</p> <ul style="list-style-type: none"> ● Cifa statement about dignity and respect ● Competition law statement of compliance 	<p>N/A</p>
<p>2</p>	<p>Previous Minutes</p> <p>Previous minutes agreed.</p> <p>ACTION: LOC/KG to send to CB after the next meeting.</p>	<p>LOC/KG</p>
<p>3</p>	<p>Matters Arising</p> <p>1) TA - IMSIG edition</p> <p>Had an excellent response to the TA IMSIG addition. 40 pages full without having to ask anyone for anything. Including some extended papers online. Really well done as we had a short turn around.</p> <p>Thank you to JI, KG and TA who have submitted a shore interview and GD who has submitted a paper about career pathways.</p> <p>LOC to write editorial and will thank all previous members.</p> <p>Edition to be released in Feb 2026.</p>	

	<p>2) Data Standards for Excavation Data - 2026 project - LOC</p> <p>This will be our main focus project in 2026.</p> <p>We will establish a formal working group - with the hope to launch this during our CIFA 2026 session (if accepted).</p> <p>Long term plan to make it an EAC guideline</p> <p>3) IMSIG AGM - LO'C/ALL</p> <p>The IMSIG Annual General Meeting (AGM) is scheduled for 1pm Monday 15th December 2025. 19 signed up already. There are vacancies for the roles of Ordinary Committee Member (OCM) and Secretary. Currently no nominees. Committee members requested to share and encourage applicants. LOC has drafted an Agenda available in the IMSIG shared folder. LOC to share presentation slides and Slido question with committee before the GAGM for comment.</p> <p>4) Membership</p> <p>Currently at 502. IMSIG bucking the normal trend of an end of year drop. Have received 18 new members in the last few weeks.</p> <p>DigiTea sign up has seen direct correlation in membership registration as well.</p>	<p>LOC</p>
<p>4</p>	<p>Standing Item: Groups Forum/Advisory Council Feedback (if applicable)</p> <p>JJ</p> <p>Jess shared a document in advance of the meeting. Available in IMSIG drive.</p> <p>Focused on:</p> <ul style="list-style-type: none"> ● Salary Benchmarking ● Affiliate Membership - discussion on value and opportunities ● Horizon Scanning <p>Next Meeting Tuesday 3 rd March.</p>	
<p>5</p>	<p>Standing Item : Group Documentation (if applicable)</p> <p>Budget request on its way in January. Think about how we could spend money.</p> <p>Digi Tea bringing in a small amount of income and has also led to direct member sign ups.</p>	

<p>6</p>	<p>Standing Item: FISH/HEIRNET/OASIS Update (if applicable)</p> <p>OASIS: Jess shared a document in advance of the meeting. Available in IMSIG drive.</p> <p>FISH Reported last time, meeting only held once a year.</p>	
<p>7</p>	<p>Standing Item: Communications</p> <ul style="list-style-type: none"> ● Resources page <p>LOC hopes to relaunch in 2026, get the page live as it is and then add to it gradually. Committee to finalise resources page to be published to IMSIG website. Links will now include AI references as gathered from Innovation Festival.</p> <ul style="list-style-type: none"> ● Knowledge Hub <p>A reminder to use.</p> <ul style="list-style-type: none"> ● Social Media Update including guidelines and X Account update <p>TB has not been inducted as yet. Action for LOC and TB.</p> <p>Blue sky - CIFA still need to set up account before our branch can be sorted.</p> <p>LOC and GD are working to close the IMSIG X account. Need GD hotmail access to close accounts.</p> <p>LinkedIn up member number. Considering updating to a page rather than a group. LOC will discuss TB in new year.</p>	<p>ALL</p> <p>ALL</p> <p>LOC/TB</p> <p>LOC/GD</p>

<p>8</p>	<p>Conference/Event/Workshops</p> <ul style="list-style-type: none"> <p>Schedule of events - Winter/Spring 2026 digital tea breaks, speakers</p> <p>14th of January by Julian Richards of ADS, focusing on the new Heritage Science Data Service.</p> <p>February Stuart Jeffries on UNPATHED Waters.</p> <p>March - Lesley Davidson CHERISH</p> <p>April - Chris Breeden (Wessex Archaeology).</p> <p>LOC and TA had a scoping meeting with TA's associate about an information management professional perspective from outside of archaeology</p> <p>LOC to chase Tom about AI buffer guide.</p> <p>JI - Duncan Bennett (Wessex Archaeology) - possibility later in 2026.</p> <p>Technical Series/drop in sessions ALL</p> <p>IMSIG are keen to explore information management technical series/drop in sessions in 2026. To be added to the agenda for new committee in 2026. Ask in AGM what skill sets to explore as part of this via Slido.</p> <p>CifA 2026 - update</p> <p>Will know soon if the session was accepted.</p> 	<p>ALL</p> <p>LOC</p> <p>JI</p> <p>ALL</p> <p>LOC</p>
<p>9</p>	<p>AOB</p> <p>CAAUK coming up. No one currently attended. Will check out online options.</p> <p>Next meeting TBC.</p>	