

## INFORMATION MANAGEMENT GROUP

Committee meeting - 26 August 2025

1:00 PM

Online: Teams

### MINUTES

Agenda Point	Action (Initials)
<p><b>1.</b>    <b>Apologies for absence with statements reminder (standing item)</b></p> <p><b>Present</b>  LO’C - Laura O’Connor (Chair)  KG - Katie Green (Secretary)  JI - Jessica Irwin (Advisory Council &amp; Group Rep)  TA - Theodora Anastasiadou (ordinary member)  TC- Thomas Cromwell (ordinary member)  CB - Cara Burton (CIFA rep)  EK - Eileen Kerhouant (ordinary member/Student Rep)  SP - Simon Parsons (consultant member)</p> <p><b>Apologies</b>  GD- Gary Duckers (consultant member)</p> <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>	<p>N/A</p>
<p><b>2</b>    <b>Previous Minutes</b></p> <p>Previous minutes agreed.</p> <p><b>ACTION:</b> KG to send to CB after the next meeting. <b>DONE</b></p>	<p>KG</p>
<p><b>3</b>    <b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>● <b>Cifa Innovation Festival - AI in Cultural Heritage LO’C/ALL</b></li> </ul> <p>LO’C discussed with details with Cifa. Decided on Data AI in Cultural Heritage - date TBC but most likely to be October 9th.</p> <p>Plan to have a number of speakers plus a panel session at the end of the day.</p> <p>LO’C and CB putting together a list of speakers to invite.</p> <p>Still looking for someone with a welsh perspective if possible.</p> <p>KG mentioned ADS <a href="#">MIAI cost action</a> contacts - which could help fill any gaps.</p> <ul style="list-style-type: none"> <li>● <b>Data Standards for Excavation Data - TC</b></li> </ul>	

	<p>TC raised problem of inconsistent and inoperable excavation data. Example of effort that will be required to make HS2 data interoperable.</p> <p>HE is planning a project. It was agreed that ClfA and IMSIG should be involved in something of this nature. The committee discussed:</p> <ul style="list-style-type: none"> <li>● the need for standards,</li> <li>● the problems experienced when this has been raised in the past, i.e. with HS2,</li> <li>● that this is not something that should be left until the point of archive as archives teams do not have the skills, influence or resources,</li> <li>● standards need to be embedded throughout excavation workflow,</li> <li>● the need to advocate for data managers within units.</li> </ul> <p>There is potential for this to be a very large project but ClfA/IMSIG could focus initially on a data schema for in the field recording and how to map existing schemas to it.</p> <ul style="list-style-type: none"> <li>● <b>Archaeological Archives Group AGM and Day Conference TA</b></li> </ul> <p>AGG is holding its annual day conference and AGM on the 25th September 2025. <a href="#">ClfA Archaeological Archives Group - From Past to Future: Archiving 2000–2025</a></p> <p>AAG survey report is also forthcoming and will be presented at the conference - key takeaway - found training is only really happening in house.</p>	
4	<p><b>Standing Item: Advisory Council Feedback (if applicable)</b></p> <p>Meeting held on the 16th July.</p> <p>LO’C gave a short presentation - 6 mins - on IMSIG that was well received.</p> <p>Coincided with IMSIG reaching 499 members well surpassing our 3 year plan. (Passed the 500 mark of members now).</p>	
5	<p><b>Standing Item: Budget Update</b></p> <p>n/a</p>	
6	<p><b>Standing Item : Group Documentation (if applicable)</b></p> <p>Annual report submitted</p>	
8	<p><b>Standing Item: FISH/HEIRNET Update (if applicable)</b></p>	

	No news to report.	
9	<p><b>Standing Item: Communications</b></p> <ul style="list-style-type: none"> <li>• X Account (additional permissions required)</li> </ul> <p>LO’C still need Gary to be able to close account. <b>ACTION</b> LOC to arrange zoom call.</p> <ul style="list-style-type: none"> <li>• Website (including bios), resources page</li> </ul> <p>Will launch page at the innovation festival. <b>ACTION:</b> Need to send the <a href="#">resources page</a> around again. LO’C</p> <p>Everyone should also check bios.</p> <ul style="list-style-type: none"> <li>• Group communications channel</li> </ul> <p><b>ACTION:</b> LO’C to talk to Jen at CifA about options. Teams/slack, knowledge hub ect.</p> <p><b>ACTION:</b> CB to send an email to see if we can get a new member specifically to help with comms and social media as we still have space on the committee.</p>	<p>LO’C</p> <p>LO’C</p> <p>ALL</p> <p>LO’C</p> <p>CB</p>
10	<p><b>Conference/Event/Workshops</b></p> <ul style="list-style-type: none"> <li>• Schedule of events - Winter/Spring 2026 digital tea breaks, speakers <b>TA/ALL</b></li> </ul> <p>Just over a month away from the next talk. 64 currently registered. Next one even has a few registered even though not been advertised.</p> <p>Who could be speakers for October onwards?</p> <p><b>ACTION:</b> Invite Julian Richards, Colleen Morgan and Holly Wright - KG.</p> <p>Jl to discuss with partner options for someone from Sumo digital gaming company presenting.</p> <p>LO’C to contact Leslie Davison</p> <p>EK - to contact Katie Campbell.</p> <ul style="list-style-type: none"> <li>• Technical Series/drop in sessions <b>KG/TA/ALL</b></li> </ul> <p>We still need speakers and ideas for this SOS session. Start this next year.</p> <p>Mapping to our future data standards might be a nice start.</p>	<p>KG</p> <p>Jl</p> <p>LOC</p> <p>EK</p>

	<ul style="list-style-type: none"> <li>● The Archaeologist</li> </ul> <p>Been asked to edit a publication for Feb 2026. Deadline for articles December 2025.</p> <p>Group will need to:</p> <ul style="list-style-type: none"> <li>● review articles</li> <li>● write an editorial for the issue of c. 350 words.</li> <li>● Write a larger article c. 1300 words. -maybe on our AI session at the innovation festival.</li> <li>● Include digital tea sessions adverts.</li> </ul>	
<p><b>11</b></p>	<p><b>AOB</b></p> <p>Like to meet before the festival - 3-4 weeks. <b>ACTION:</b> LO'C to send Doodle Poll.</p> <p>Anyone interested in co-chairing the Innovation Festival Panel - if they are free - to let LO'C know.</p>	<p><b>LO'C</b></p> <p><b>ALL</b></p>